Title: Director, Information Security

Pay Scale Group: 22

Essential Function

Under general supervision from a designated administrator, develop and implement a comprehensive information security program for the University of Cincinnati to ensure confidentiality, integrity and availability of university information resources.

Characteristic Duties

- Develop and implement security standards, assess and monitor university information technology (IT) security environment to include information systems, networks, and data and computers.
- Establish policies and procedures to safeguard information and systems.
- Monitor use of computer resources and compliance with established policies and procedures.
- Provide consultation and collaborate with internal units on chain of trust agreements, business continuity and disaster recovery planning, audit and governmental compliance practices.
- Develop and oversee university-wide IT incident monitoring and response process that identifies potential security threats; investigate security violations and take appropriate action.
- Manage IT information security operating budget.
- Develop appropriate training programs and disseminate security policies, procedures and practices.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Computer Science or related field. Experience must include at least three (3) years supervision.

Last updated: January 2007