

# CITY OF CHATTANOOGA

## Classification Specification Title: Director of IT Security

**Department: Technology Services**

**Pay Grade: GS.16**

**Supervision Received From: Chief Info Tech Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: IT Security Analyst**

**Established: 1/14/22**

**Revision Date: 4/1/25;**

**1/17/25; 10/20/23**

### CLASSIFICATION SUMMARY:

Responsible for the security of all technology systems throughout the City of Chattanooga. Responsible for overseeing the security of the City's data warehouses, business intelligence; assisting with strategic planning for security of the Technology Services Department. Duties include assisting in setting enterprise-wide technology security direction; providing leadership; managing change and risk; fostering positive relations with other City departments and keeping abreast of current IT security technologies and IT trends.

### SERIES LEVEL:

The Director of IT Security is a stand-alone position that reports directly to the Chief Information Officer and is the head of the IT Security Division of Technology Services.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Directs the IT Security staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Directs the day-to-day activities of applicable division sections which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards;

Works to integrate and coordinate IT security practices in all IT service areas. Gathers and analyzes information from departments to determine and set disaster recovery operations. Ensure all City technology assets are secure.

Participates in forecasting, preparing and administering IT security division budgets, project budgets, and assists the CIO with annual budgeting; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Assists and advises the CIO on matters pertaining to strategic and action plans for IT security, disaster recovery, penetration testing, use policy, IT change management, and other IT security-related matters.

Monitor and maintain access controls on network usage, user account policies.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Audit IT security measures and user account access levels to achieve maximum effectiveness of IT systems and users.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree with a major in Information Technology, Information Systems, Business or Similar AND six (6) years experience working in an IT role of which two (2) years must be in an IT security role and two (2) years of supervisory experience;

Master's Degree (Preferred) with a major Information Technology, Information Systems, Business or Similar AND four (4) years experience working in an IT role of which two (2) years must be in an IT security role and two (2) years supervisory experience OR any combination of education, training and experience to sufficiently perform the essential functions of this position.

Must not have any felony convictions. Misdemeanor convictions may be waved depending on the severity of the crime and the time since conviction.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Must be able to obtain and maintain CJIS certification within six (6) months of hire.

One of the following certifications is required: CISSP SSCP CISSP CSSLP or be able to obtain one within twelve (12) months of employment.

Preferred Qualifications:

Experience with Google Cloud Platform technologies is a plus.

Experience with Agile/DevOps environments is a plus.  
Experience with or certifications in Agile Scrum is a plus.

#### KNOWLEDGE AND SKILLS:

Knowledge of advanced network security and recovery principles and practices; advanced network security concepts and methodologies; project management principles and practices; vendor management principles and applicable federal, state, local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; budgeting principles. Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public; monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and managing budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; using logic and reasoning to identify alternative solutions or approaches to problems; planning, advising, and resolving issues related to security and recovery of network and cloud systems; analyzing system and security problems and making appropriate recommendations based on findings;

#### PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.