



JOB DESCRIPTION

Director (IT Security & Network Services)

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: IT6
DEPARTMENT: IT Infrastructure & Production Services	WORK DAYS: Annual
REPORTS TO: Executive Director (IT Infrastructure and Production Services)	FLSA STATUS: Exempt
CLASSIFICATION: At-Will	DATE: 6/8/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Director of IT Security and Network Services oversees the operations of the District's security and network solutions through management of the organization's security and network services team, and provide oversight of any vulnerability audits and assessments. Responsible for establishing an enterprise defense-in-depth security, and data networking strategy through process development, and architecture for mission critical networking and security systems.

MINIMUM REQUIREMENTS

EDUCATION:

- Bachelor's degree required in a specific discipline/related field.
- Master's degree preferred.

CERTIFICATION/LICENSE:

- CISSP required.

WORK EXPERIENCE:

- 12 years of experience in IT.
- At least 8 years directly responsible for various components of enterprise IT security/network infrastructure.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive experience in areas such as Strategic Planning, Network Security, IT architecture, IT audit, IT risk assessment.
- Familiarity with various infrastructure tools and solutions.



- Experience with creating security & data networking standards, policies, processes and procedures.
- Demonstrate communication capability (written and oral).

ESSENTIAL DUTIES

- Provides technological leadership and guidance to the District in delivering strategic security, network and wireless solutions to meet or exceed Districts goals and business objectives.
- Ensures that the planning horizon is three-five years into the future.
- Defines and drives the direction and delivery of Network Operation Services, Information Security Governance, Risk, and Compliance programs and improvement initiatives.
- Builds relationships with the key business leadership in the organization that will facilitate increased security awareness and policy enforcement.
- Manages key vendor relationships that bring added value to APS in IT security & network services, and long term strategy.
- Facilitates the evaluation of new security and network technologies that support Districts' goals.
- Develops support plans and procedures to protect the Districts' computer and telephone systems, telecommunications network and databases from loss or destruction and maintain a high level of availability to computing and telecommunication resources.
- Serves as the business owner of all enterprise IT Networks & Security Services.
- This includes LAN's, WAN's, Wireless, ISP management, and all components required to provide networking capabilities to APS.
- Determines business needs and requirements, provides guidance and advises staff.
- Assesses organizational needs, evaluates vendors, hardware, systems, and processes, and makes recommendations.
- Reviews and negotiates audit findings, develops management action plans, and tracks audit finding remediation activities.
- Delivers services in his/her area of responsibility as called upon by IT senior management, in support of the mission and goals of APS.
- Leads review, selection, budgeting and implementation of sophisticated networking and security solutions requiring large-scale, complex technical architecture to meet District-wide service objectives.
- Develops proposals to address networking and security requirements and initiate corresponding projects.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.



Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.