MADISON, CITY OF (WI) invites applications for the position of:

IT Security Specialist (IT Specialist 4)

SALARY: $33.14 - $40.01 Hourly
$2,651.49 - $3,201.05 Biweekly
$5,744.90 - $6,935.61 Monthly
$68,938.74 - $83,227.30 Annually

COMP. GROUP/RANGE: 18/12

JOB TYPE: PERMANENT FULL TIME

DEPARTMENT: Information Technology

OPENING DATE: 02/15/16

CLOSING DATE: 03/06/16 11:59 PM

GENERAL DESCRIPTION:
Are you looking for a career in Information Technology with great benefits? The City of Madison offers a competitive benefits package, including a generous leave package, a variety of insurance options at a low cost to employees, and non-traditional benefits such as a free City bus pass and flexible work schedules. A complete listing of benefits can be viewed through the following link: http://www.cityofmadison.com/HR/documents/EmplBenefitsNonRep.pdf.

This is professional leadership work in the design and support of network security and physical security of city-owned infrastructure. This position functions as the highest level of technical expertise in cyber security incident management for the enterprise ensuring incidents are properly identified, analyzed, communicated, actioned/defended, investigated and reported. This position is responsible for:

- Gaining situational awareness through continuous monitoring of networks and other IT assets for signs of attack, anomalies, and inappropriate activities;
- Determining the cause, scope, and impact of incidents to stop unwanted activity, limit damage, and prevent recurrence;
- Continuously identifying and remediating vulnerabilities before they can be exploited;
- Separating and controlling access to different networks with different threat levels and sets of users to reduce the number of successful attacks;
- Protecting information on computers that routinely interact with untrusted devices on the internet or may be prone to loss or theft.

This position is expected to lead and/or participate in information technology security initiatives.
as directed by the City’s CIO. The incumbent is expected to lead cross-functional teams in needs assessment, gathering business requirements, design, testing, implementation and post production support and evaluation. The position requires strong communications skills, both verbally and in writing, provides excellent customer service and consulting to internal and external stakeholders, and the ability to work with cross-functional teams. Employee works under the general supervision of a Principal IT Specialist or other supervisor/manager and operates with considerable independence in meeting established objectives.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:
Lead and/or participate in network security initiatives:

- Perform penetration and vulnerability testing on all applications and systems, evaluate results, and make recommendations regarding secure solutions.
- Review security assessment recommendations and implement mitigation recommendations where applicable.
- Review security policies and procedures and update them as necessary. Write new security policies and procedures.

Lead and/or participate in cross-functional teams in needs assessment, design, or implementation projects to address security needs.
- Review internal project study requests and project plans for compliance with IT security strategic goals.
- Evaluate requirements to determine which security solutions best meet needs. Provide cost-benefit analyses as needed and solicit funding to develop and implement new projects and services.
- Provide information technology security expertise to system developers, system administrators, project managers and other IT professionals to ensure adequate security controls in IT systems.
- Meet with city agencies to review and understand their requirements as they relate to enterprise security.
- Develop plans to raise security awareness.
- Participate in, and as needed, lead, enterprise task forces or committees working on security related issues. Raise security awareness.

Provide advanced-level technical support and analysis for security of systems:

- Research, install, test, and implement enterprise security software and hardware.
- Maintain installed enterprise security systems on an ongoing basis.
- Meet with city agencies to understand their security requirements and recommend alternatives that relate to the enterprise IT Infrastructure systems security strategies.
- Troubleshoot and solve customer or system security problems. Work with vendors or agency staff for security problem resolution and to solve customer or system security problems.
- Develop, maintain, and communicate implementation schedules for the application of corrective software maintenance.
- Provide oversight, contract monitoring and direction to vendors providing security hardware and software management.
- Maintain records of tuning changes made to security systems and their effect on total resource utilization.
- Establish metrics to measure and evaluate security systems and usage.
- Perform research and analysis, and provide feedback on physical security of the data.
centers as requested.

**Security Incident Management Identification, Prevention and Remediation:**

- Investigate and triage security related issues for the enterprise and agencies as requested.
- Evaluate the severity of the incident reported and escalate information about the event to the Technical Services Manager, IT Director and/or other IT Management as necessary.
- Identify and communicate root cause of security incident with the affected customer.
- Communicate the remediation steps to stop the incident.
- Recommend improved methods and technologies to manage the security infrastructure and to become more efficient and effective.
- Plan for, research and recommend security changes to the enterprise server hardware and software configurations based upon agency needs, industry innovations, and cost effectiveness.
- Participate in, and as needed, lead, enterprise incident response team working on security related issues.

**Professional Development:**

- Maintain familiarity with activities and trends in the field of security and other related technologies.
- Attend appropriate training courses, conferences, and seminars.
- Read technical publications to maintain a high level of technical knowledge concerning security.
- Participate in activities of professional and technical associations to contribute to the development in the Information Technology industry and in various agencies of government.

Perform related work as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:**

- Thorough knowledge in the design and support of network security systems and processes and physical security of city-owned infrastructure.
- Thorough knowledge of security concepts, tools, and investigation techniques.
- Thorough knowledge of server hardware and software infrastructure design.
- Thorough knowledge of server operating systems.
- Thorough knowledge of TCP/IP, DNS, DHCP, WINS and other common network protocols.
- Thorough knowledge of Active Directory.
- Thorough knowledge of Web content filtering technology.
- Thorough knowledge of Internet security configuration and management (switch, router, VPN and firewall configuration).
- Thorough knowledge of building card access systems.
- Thorough knowledge of network logging consolidation/correlation technology.
- Thorough knowledge of OS and application patching software systems.
- Thorough knowledge of IP-based surveillance camera systems.
- Thorough knowledge of malware mitigation software systems.
• Thorough knowledge of distributed denial of service mitigation technologies and processes.
• Ability to provide advanced-level security consulting to customers.
• Ability to troubleshoot and resolve routine hardware and software computer malfunctions.
• Ability to communicate effectively both orally and in writing.
• Ability to develop and maintain effective working relationships with internal staff and staff of other agencies.
• Ability to provide advice, consultation, and training to diverse user groups.
• Ability to resolve problems in a timely and effective manner, and to maintain an awareness of project deadlines and communicate project status, risks, and other issues.
• Ability to multi-task and prioritize responsibilities.
• Ability to effectively participate in team efforts to improve departmental programs and services.
• Ability to evaluate hardware and software, and recommend purchase.
• Ability to exercise considerable judgment and discretion in completing assigned tasks.
• Ability to provide consultation, training and leadership to lower level staff.
• Ability to provide project leadership.
• Ability to lay out, plan, and review work.
• Ability to represent department interests in sensitive interaction with customers and in vendor negotiations.
• Ability to include racial equity and social justice considerations in projects and initiatives;
• Ability to maintain adequate attendance.

Training and Experience:

Six years of advanced-level professional experience in the design and support of network security systems and processes and physical security of infrastructure, including at least one year in a technical or project leadership capacity. Such experience would normally be gained following completion of a four year degree from an accredited college or university in computer science or a related field, or completion of an Associate's Degree in computer science or a related field and 2 additional years of directly related experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

SPECIAL REQUIREMENTS:
Ability to meet the transportation requirements of the position.

Ability to work after hours and weekends to implement security related changes on the network or mitigate security issues.

Physical Requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine. Employees must have the physical strength, coordination and acuity inherent to set up, install and test computers as assigned. Employees may be expected to visit sites throughout the City in order to troubleshoot issues.
THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT: http://www.cityofmadison.com/hr

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