

DATE: May 10, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)



FROM: Alan Macaluso, Director of Information Services,
25 South Manor Avenue, Kingston, NY 12401

JOB VACANCY: Cyber Security Administrator / Permanent/Provisional / Full-Time / Benefited

LOCATION: So Manor Complex

SALARY: \$44.50 / hour (Grade 19)

FILL DATE: June 3, 2024

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level position responsible for protecting the information technology infrastructure of Ulster County. Responsibilities include providing ongoing facilitation, monitoring, and oversight of system security processes, evaluating operational and technical safeguards and protecting the confidentiality, integrity and availability of systems and the information therein. The incumbent also provides direction and leadership to all County departments through education and awareness programs and the implementation of security policies, standards, and processes. The work is performed under the general supervision of a higher-level employee with wide leeway allowed for the exercise of independent judgment in work details. Supervision of others is not normally a function of this position. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard security practices and procedures of developing and implementing an information security program; thorough knowledge of network protocols, encryption techniques, firewalls, virtual private networks, database structures, wireless communications and access security techniques; good knowledge of the current principles, practices, procedures, data privacy regulations, and compliance issues of information technology and governmental agencies; good knowledge of current threats and exploits including threat detection, analysis, and remediation; ability to perform cyber-attack trend analysis, systems analysis, evidence management, investigation coordination, and business continuity planning; ability to establish effective working relationships; ability to express oneself effectively, both orally and in writing; ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in an emergency situation; ability to plan and problem-solve effectively.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Master's degree in Cyber Security, Computer Science, Information Technology, Computer/Network Security or closely related field and one (1) year of full-time paid or its part-time equivalent work experience in information technology and cyber security; **OR**

B. Possession of a Bachelor's degree in Cyber Security, Computer Science, Information Technology, Computer/Network Security or closely related field and three (3) years of full-time paid or its part-time equivalent work experience in information technology and cyber security; **OR**

C. Possession of an Associate's degree in Cyber Security, Computer Science, Information Technology, Computer/Network Security or closely related field and five (5) years of full-time paid or its part-time equivalent work experience in information technology and cyber security; **OR**

D. High School graduation or possession of a high school equivalency diploma and seven (7) years of full-time paid or its part-time equivalent work experience in information technology and cyber security; **OR**

E. An equivalent combination of education and experience as indicated in A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement: Possession of a valid New York State driver's license or otherwise demonstrates their ability to meet the transportation needs of the job.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.