



Class Code: Managerial  
Grade: 55  
FLSA: Exempt  
WC Code: 8810  
EEO Code: 1  
EEO Job Category: Professional

## CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

**JOB TITLE: INFORMATION SECURITY ANALYST**

### **GENERAL STATEMENT OF JOB**

The purpose of this position is to mitigate security risk to all City systems, under the general direction of the Management Information Systems Director. Employees in this classification perform highly professional and technical duties and conducts vulnerability scans and infiltration test on City systems. The position is responsible for operating and monitoring network and host-based intrusion detection/prevention systems, as well as, recommending security solutions and security configurations. Performs other duties as assigned.

### **ESSENTIAL FUNCTIONS**

**The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Conducts or coordinates vulnerability scans, and infiltration tests on campus systems, document findings, and recommend risk mitigation strategies.

Operates, administers and monitors network and host-based intrusion detection/prevention systems.

Assists other technical support staff in identifying and implementing appropriate security safeguards, including patch application and anti-malware strategies.

Analyzes network traffic, intrusion attempts, activity logs, and system alerts for trends, anomalies, and potential security breaches.

Develops scripts, tools, and procedures to automate scans, assessments, and other monitoring and discovery activities.

Monitors computer networks for security issues.

Investigates security breaches and other cybersecurity incidents.

Installs security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.

Fixes detected vulnerabilities to maintain a high-security standard.

Reminds current on IT security trends and news.

Develops company-wide best practices for IT security.

Performs infiltration testing.

Researches security enhancements and make recommendations to management.

Remains up-to-date on information technology trends and security standards.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Master's degree in Management Information Systems with a concentration on Business Intelligence Analytics for Enterprise Systems, or closely related field; **AND**
- Five (5) years previous experience involving computer systems analysis, program design, testing, and implementation; **AND**
- Master Level ISEC 0635 Information Security Operations Management; **AND**
- CompTIA Cybersecurity Analyst (CySA+); **AND**
- Valid State of Florida Driver License.

*If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.*

### **ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS**

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: The ability to exert heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 50 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with minimal exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

## **VETERANS' PREFERENCE**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.