

NEW YORK CITY DEPARTMENT OF EDUCATION  
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Computer Systems Manager (10050)

FUNCTIONAL TITLE:

Manager of Security Policy

ASSIGNMENT NUMBER:

740-08-014

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information  
Technology

LOCATION:

2 MetroTech Center - Suite 3600  
Brooklyn, New York 11201

SALARY:

\$81,000+

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The Office of Chief Information Security is responsible for the secure design, development, installation, management, maintenance, testing, monitoring, implementation and enhancement of computer operating systems, wide area and local area networks (WAN/LAN), software applications and related functions as they apply to data/network communications and on-line applications.

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JOB DESCRIPTION:

- Manages, develops and maintains the Department of Education's (DOE) information security policies, standards and processes.
- Collaborates with and provides guidance to technical and business-side teams to ensure compliance with all DOE policies, processes and standards.
- Plans and develops security measures to safeguard all security systems against accidental or unauthorized modification or destruction.
- Develops, promotes and disseminates security awareness policy and information across the DOE offices and New York City schools.
- Develops, maintains and contributes content to a security program website and blog/wiki.
- Oversees, develops and conducts in-house and web-based security trainings and provides mentoring to other team members in the areas of security policy.
- Participates in security planning and architecture activities to ensure that all projects and designs are engineered in compliance with DOE security policies and standards.
- Serves as liaison to business groups (e./g., instruction, legal, press, procurement, family engagement, etc.), and as security subject matter expert on policy concerns for the DOE.
- Represents the specific policy concerns of the DOE to other city agencies in inter-agency policy development and maintenance activities.

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MINIMUM REQUIREMENTS

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; **OR**
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; **OR**
3. A four-year high school diploma or its educational equivalent and six years of experience as described in "1" above; **OR**

4. Education and experience equivalent to "1", "2" or "3" above. However all candidates must have at least a four-year high school diploma or its equivalent and must possess at least three years of experience as described in "1" above.

The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

#### **PREFERRED QUALIFICATIONS**

1. Experience in performing information security risk assessments and implementing information security policies and procedures.
2. Experience developing and maintaining information security policies for large, complex and diverse environments.
3. Prior participation in policy development, preferably in a lead role.
4. Broad knowledge of information security concerns in very large organizations with government experience **a strong plus**.
5. Prior experience in developing and managing a security awareness program for a large organization.
6. Certified Information Systems Security Professional (CISSP).
7. Certified Information Security Manager (CISM).
8. CompTIA Security+.
9. Excellent communications skills, both written, oral and in presentations.
10. Familiarity with New York City, State and Federal security laws and guidelines, especially those specific to public education.
11. An ability to communicate technical information to a non-technical audience.

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To apply for this assignment, send resume to:

New York City Department of Education  
Division of Instructional & Information Technology  
2 MetroTech Center - Suite 3600  
Brooklyn, New York 11201  
Attention: Agatha Gibbs  
OR by e-mail to:  
[MgrSecPlcy@schools.nyc.gov](mailto:MgrSecPlcy@schools.nyc.gov)

Applications must be received by June 30, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

The New York City Department of Education is a Workforce Diversity/Equal Opportunity Employer