



POSITION DESCRIPTION

TITLE:	Information Security Specialist	CATEGORY:	Full-Time
FLSA:	Exempt	LOCATION:	GSD
SEGMENT:	IT	REPORTS TO:	Information Security Officer
SHIFT:	Monday-Friday: 8:00 a.m. - 5:00 p.m.	DATE:	March 28, 2023

SUMMARY

The position of Information Security Specialist will assist to improve the efficiency of the corporate groups into which they have a purview. This position will help track potential issues before they become impactful to the company's operations and/or to our customers. At all times the individual will provide exemplary customer service and will tenaciously assist with problem resolutions, working until such issues have been resolved or risks mitigated.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

ESSENTIAL DUTIES

- Communicate with branch/department/business owners to collect documentation and reports.
- Assist with updating and maintaining the Information Security Policy.
- Assist in the annual Risk Assessments, and ongoing Business Impact Analysis.
- Support information security awareness and education.
- Assist with Vendor Management Program.
- Review user account roles and permissions reports to ensure regulatory requirements are fully met.
- Perform network log reviews, as scheduled.
- Assist with applicable Part 363 controls, in addition to other controls that may be necessary.
- Partner with operational business units to assist in the research, development, communication, maintenance and enforcement of IT security architecture, policies, procedures, solutions and standards.
- Work with State and Federal regulatory agencies, examiners, and third-party auditors.
- Assist in the creation, implementation, and testing of various BCP/DR disciplines across the business.
- Update standard operating procedures, as appropriate.
- Promote information security awareness throughout the business.

- Prioritize, schedule, and track deadlines for ISO office.
- Help develop and implement paper and electronic records retention policies where applicable, ensuring adherence to regulatory guidelines and specifications.
- Treats people with respect, keeps commitments, Inspires the trust of others, works ethically and with integrity, upholds organizational values, and accepts responsibility for own actions.
- Demonstrates knowledge of and adherence to EEO policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes working environment free of harassment of any type, and builds a diverse workforce and supports affirmative action.
- Follows policies and procedures, completes administrative tasks correctly and on time, supports the Bank's goals and values, and benefits the Bank through outside activities.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

SECONDARY DUTIES

The position of Information Security Specialist performs duties specific to the position and other functions as assigned.

SUPERVISOR RESPONSIBILITY

The position of Information Security Specialist is not responsible for the supervision of any employee(s).

ENVIRONMENT AND PHYSICAL ACTIVITY

The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. It may include some minor annoyances such as noise, odors, drafts, etc.

The incumbent in the course of performing this position spends time writing, typing, speaking, listening, lifting (up to 10-20 pounds), driving, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling and reaching.

The incumbent for this position may operate any or all of the following: telephone, cellular telephone, beeper, copy and fax machines, adding machine (calculator), check protector, microfilm equipment, encoder, money counter, credit card terminal, typewriter, computer terminal, personal computer and related printers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must be able to accommodate to reading documents or instruments, detailed work, problem solving, customer contact, reasoning, math, language, presentations, verbal and written communication, analytical reasoning, stress, multiple concurrent tasks, and constant interruptions.

MINIMUM REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- High school diploma or general education degree (GED) and **5+** years of related experience and/or training, or the equivalent combination of education and experience. Work related experience should consist of security and/or asset protection experience. Educational experience, through in-house training sessions, formal school, or financial industry related curriculum, should be business or financial industry related.
- Familiarity with FDIC FIL-43-2016.
- Detail-oriented, highly motivated, and self-directed.
- Self-starter who can independently drive tasks to completion.
- Project and task oriented, able to create and follow a disciplined plan and project management format.
- Must be engaging, helpful, and possess a high degree of self-confidence.
- Must be outwardly friendly, articulate, organized, and self-motivated.
- Should be able to communicate clearly and effectively both verbally and in written form.
- Have experience and a demonstrated ability to speak in front of groups.
- Experience with handling sensitive and confidential information.
- Ability to manage time, tasks, and projects effectively by adjusting quickly to new and different priorities.
- Current **STATE** driver's license and a vehicle with appropriate insurance coverage if required to drive while performing assigned duties and responsibilities.

Management reserves the right to change this position description at any time according to business needs.

