



City of Kansas City, Missouri Job Class Specification

Job Title: CHIEF INFORMATION SECURITY OFFICER
Department: GENERAL SERVICES
Job Code: 1549
Status: EXEMPT
Grade: EX-7

Summary The Chief Information Security Officer (CISO) is the city's highest IT cybersecurity level position and is directly responsible for all citywide IT cybersecurity and data protection operations.

Work involves responsibility for planning, directing, and coordinating all citywide cybersecurity resources as well as coordinating the cybersecurity activities for all city departmental projects regardless of project scope. This position reports directly to the city's Chief Technology Officer (CTO) and is the CTO's operational backup in their absence

Duties and Responsibilities

- Directs and oversees all citywide cybersecurity protection programs including all planning, implementation, and management through strategic oversight.
- Utilizes industry standards and best practices to evaluate the IT threat landscape, devises cybersecurity policies and controls to reduce risk, leads security and related audits, and compliance initiatives.
- Develops, coordinates, and oversees the implementation and operational effectiveness of the city's cybersecurity resiliency planning, testing, and operational effectiveness
- Leads the planning, execution, and management of the strategic and operational financial requirements to maintain citywide cybersecurity investments.
- Provides and manages citywide security policies, standards, and practices associated with cybersecurity best practices, governance, risk management, incident management, and human resources management
- Ensures the city cybersecurity programs are adaptable and in compliance with all relevant regulatory and standards agencies to include but not limited to IRS, NIST, CIS, and the State of Missouri Cybersecurity Standards.
- Leads the city's responsibilities related to cybersecurity and data protection as it relates to the integration and connectivity to regional and local agencies that have business relationships with the city to include assisting with planning and oversight of their cybersecurity programs
- Develops, implements, and manages the city's cybersecurity technical training and user awareness training programs. Defines, scopes, creates and executes IT and Data Security strategies enhancing the reliability and security of citywide IT systems, projects, and underlying data at the city.
- Collaborates with teams that are responsible for allocating resources to ensure the delivery of secure and robust IT solutions to all city departments as identified and agreed upon.

**Duties and
Responsibilities
(cont)**

- Oversees/manages the planning and execution of vulnerability audits, penetration testing and forensic IT audits, and investigations to ensure the outputs and corrective actions taken improve the city's overall IT Security posture.
- Oversees/manages the integration/implementation of all new IT Systems and applications development
- Oversees staff training in all the latest security awareness skills, checks associated protocols, methodologies, and procedures to ensure they are implemented.
- Ensures compliance with any related legislation
- Plans budget allocations and associated financial forecasts relating to IT data security,
- Provides cybersecurity leadership in cooperation with departmental and senior leadership
- Provides executive level presentations and reporting to department directors, CTO, city leadership and elected officials.
- Performs other related work as required.
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- Ensures compliance with any related legislation
- Plans budget allocations and associated financial forecasts relating to IT data security,
- Provides cybersecurity leadership in cooperation with departmental and senior leadership
- Provides executive level presentations and reporting to department directors, CTO, city leadership and elected officials.
- Performs other related work as required.

Technical Skills

- Maintains expert competence in the ability to provide strategic cybersecurity architectural planning and implementation for citywide cybersecurity and data protection systems.
- Possesses advanced technical and operational competence in municipal government cybersecurity management.
- Maintain superior knowledge of and ability to effectively implement regulatory and industry standards, methods, best practices, and procedures required to maintain city compliance.
- Advanced Project/Program management skills.

Education and Experience

- Requires an accredited Bachelor's degree and four (4) years of management or supervisory experience in cybersecurity, network security, or digital forensics related work.

OR

- High school graduation and eight (8) years of supervisor/management experience in cybersecurity, network security, or digital forensics related work, with a preference for candidates with industry specific cybersecurity certifications

**Certificates/
Licenses/Special
Requirements**

Preferred but not required:

- Certified Information Technology Manager (CITM)
- Certified Information Systems Security Professional (CISSP)
- Certified Information Security Manager (CISM)
- Certified Cloud Security Professional (CCSP) – Associate of (ISC)² designation
- Systems Security Certified Practitioner (SSCP) – Associate of (ISC)² designation
- Security+ (CompTIA)
- Secure Infrastructure Specialist (CompTIA)
- Information Technology Management and Leadership Professional (ITMLP)
- ITIL® Foundation

**Supervisory
Responsibility**

Work is performed under the general direction of the city's Chief Technology Officer (CTO).

**Supervision
Received:**

Work is performed under minimal supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

6/24

Revised

