



Position Title		Division
Information Security Specialist		Information Technology
Reports To:	Department	Date
AVP, Information Security Officer	Information Security	December 2, 2021
Supervises	FLSA	Revised
N/A	Exempt	May 31, 2022

GENERAL SUMMARY

Under general supervision, this position provides a high level of support to the AVP, Information Security Officer ensuring coordination of the Information Security Program as it relates to: Data Security, Business Continuity, Vendor Management, and their associated risk assessments.

MAJOR RESPONSIBILITIES

1. Ensures strong data security controls are in place by collaborating with business units and working effectively across the Credit Union to meet the standards of the Information Security Program.
2. Develops and disseminates educational efforts including new employee, ongoing existing employees, and remedial training.
3. Oversees the user access review process. Works with business line leaders to ensure that reviews are completed timely and that internal user access policies are followed.
4. Manage the email alerting tool by reviewing suspicious emails, analyzing trends, and reporting metrics.
5. Supports the Information Security Officer in maintaining ongoing and annual controls surrounding Information Security. Makes recommendations to improve controls as necessary.
6. Assists in the management of the Risk Management Tool as it relates to the Information Security Modules including Vendor Due Diligence, Technological Security, Data Security and Privacy, and Business Continuity Plan for both new and existing services.
7. Assists in the coordination, collection, review, and retention of all Vendor Management components, including onboarding, ongoing monitoring, risk evaluations, and termination.
8. Assists in the management of Business Continuity Plan updates and training efforts.
9. Supports the implementation of new processes and tools that will improve the Information Security posture of the Credit Union.
10. Maintains strong working relationships with business lines involved in managing information risks across the Credit Union.
11. Documents Information Security policies and procedures as processes are developed and enhanced.
12. Monitors information security incidents for trends.
13. Stays up to date with the latest industry threats and regulatory changes.
14. Performs other duties as assigned by the Information Security Officer or senior IT management.

QUALIFICATIONS:

Education

Bachelor's degree required, with a concentration in/focus on risk, information assurance or audit preferred.
Bachelor's Degree with equivalent related job experience may be considered.

Experience/Skills/Knowledge:

1. 1-3 years of experience in Information Security preferred, preferably in a credit union or financial institution.
2. Experience with enterprise risk management technology preferred.
3. Strong organizational, analytical, and problem-solving skills.
4. Must be a self-motivator and have a strong accountability mindset.
5. Understanding of regulatory requirements including GLBA and FFIEC Guidance preferred.
6. Knowledge of Social Engineering concepts required.
7. Must have strong service orientation in alignment with the Credit Union's mission and core values.
8. Excellent verbal, written, and interpersonal communication skills, including ability to communicate risks and concepts to business lines outside the Information Security Department.
9. Ability to develop and conduct presentations and training programs.
10. Ability to simultaneously work on several tasks with varying priorities, paying attention to source of information and deliver an effective outcome.
11. Ability to deal with highly confidential information with the utmost integrity.
12. Ability to understand business needs and commitment to deliver high quality, prompt, and efficient service to all business lines.
13. PC proficient, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and the Internet.

GENERAL DESCRIPTION:

In terms of physical requirements, this position requires work best described as:

Sedentary Light Medium Heavy Very Heavy

PHYSICAL TASKS:

- Standing/Walking/Bending/Stooping – Frequent
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail and text messages – Continuous

AUDIO / VISUAL:

- Requires vision to perform work dealing with data and figures and computer screens. - Continuous
- Requires ability to prepare and execute presentations, training programs and seminars. - Frequent

PSYCHOLOGICAL/MENTAL DEMANDS:

- Responds positively and productively to stressful (internal and external) member situations - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

Employee's Signature	_____	Date	_____
Manager's Signature	_____	Date	_____
Human Resources' Signature	_____	Date	_____