



## KING COUNTY

### IT SECURITY/PRIVACY PROJECT MANAGER INFORMATION SYSTEMS ANALYST IV OFFICE OF INFORMATION RESOURCE MANAGEMENT

Annual Salary Range: \$72,427 – \$102,061

Job Announcement: 05CY4924

OPEN: 2/7/05

CLOSE: Open Until Filled

**WHO MAY APPLY:** This position is open to the general public. This is a fully benefited (medical, dental, vision and retirement) Term-limited Temporary position and has a current end date of 12/31/05. The position may be extended beyond that date if required.

**WHERE TO APPLY:** Required application materials can be mailed to: **Ruben Rivera, 700 5<sup>th</sup> Avenue, Suite 3210, Seattle, WA 98104, Fax 206-263-4834.** Email applications are encouraged at [ruben.rivera@metrokc.gov](mailto:ruben.rivera@metrokc.gov) (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the locations specified above and those that are not complete may not be processed.

#### **FORMS AND MATERIALS REQUIRED:**

- King County application form. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- A letter of interest detailing your background and describing how you meet or exceed the requirements.

**WORK LOCATION:** 701 Fifth Avenue (Bank of America Tower), Seattle, WA.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday 8:00 a.m. to 5:00 p.m.

**POSITION PURPOSE:** This position resides in the Office of Information Resource Management (OIRM) of the Chief Information Office (CIO) who reports directly to the King County Executive. This position reports directly to the program management office manager in OIRM. The person in this position will utilize their broad knowledge and experience in project management of large complex projects and experience in implementing solutions for information technology security/privacy to oversee the King County Security and Privacy Program. This position will focus their efforts in two areas:

- Project Management for Security and Privacy Program – Includes task coordination and outcome delivery with technology governance representatives from all county agencies from the existing security and privacy teams, and communication and reporting to the county's technology board, business management council, and others;
- Application of Security and Privacy expertise – Developing and implementing recommendations for information security/privacy improvements from gaps identified in assessments related to:
  - Guidelines for roles and responsibilities;
  - Training Plan & oversee execution of training;
  - Incremental implementation to address critical deficiencies;

- Developing and implementing policies, standards and guidelines;
- Evaluation and recommendations of security/privacy tools countywide;
- Transition strategic security activities to individual who will fill county's new Chief Information Security/Privacy Officer position being recruited this year.

**PRIMARY JOB DUTIES INCLUDE:**

- Provide security and privacy technology project management, support, and advice across multiple technology platforms.
- Establish project plans and execute plans with vendors and county staff for security/privacy efforts with involvement with county technology governance.
- Plan and design a work program to execute the identified deficiencies; and oversee the successful execution of the work program.
- Review technology project (security/privacy) business requirements, assess risks, and define requirements.
- Identify, document, and manage security/privacy related project issues to ensure timely resolution. Escalate to senior management as appropriate.
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree (Masters preferred) in computer science, business administration or related field.
- Demonstrated understanding of security & privacy process requirements, roles and responsibilities, and the means to move forward organizational process improvement.
- Must be able to develop technology and business strategies.
- The successful candidate must have a good working knowledge of business and/or systems analysis.
- Broad knowledge and experience in evaluating organizational environment (people, process, & technologies) for setting compliance with policies and standards.
- Demonstrated ability to perform project management for a large enterprise information technology program.
- Excellent interpersonal and communications skills. Ability to clearly articulate complex technical issues for a wide audience of business leaders, IT professionals, and non-technical personnel in a manner that is understandable to all.
- The ability to provide input regarding the budget process, the setting of realistic schedules and standards.
- Understanding of IBM Mainframe, UNIX, Windows, Network, Internet, e-commerce and application technologies.
- Demonstrated ability to work with all levels of the organization.

**DESIRED QUALIFICATIONS:**

- Experience working in the public sector.

**SELECTION PROCESS:** Competitive applicants may be invited to participate in an interview. Salary will depend on qualifications.

**UNION REPRESENTATION:** This position is not represented by a union.

**CLASS CODE: 404701**