



DATE ISSUED: 10/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Security and Disaster Recovery

JOB SUMMARY

Serves as the Adjunct Security Officer for Texas Woman's University. Helps to plan, coordinate and implement security measures to safeguard information resources. Identifies violations of computer security procedures and coordinates with appropriate authorities to avoid repeat violations. Develops and coordinates the implementation and testing of plans to continue or restore data processing activities in case of disaster. Manages day to day network operations ensuring stability and performance of critical systems. Work is performed under supervision of the Director, Business Systems Integration and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Business Systems Integration

Supervises: Supervisory responsibilities as assigned

PRIMARY DUTIES - May include, but not limited to the following:

Assists in developing, implementing and maintaining the University's risk management and disaster recovery programs for Information Technology, including managing the periodic testing of the disaster recovery plan designed to protect against the potential effects of disaster. Responsible for employees who monitor assigned networks and telecommunications systems to ensure system reliability.

Identifies vulnerabilities that may cause inappropriate or accidental access, disclosure, modification or destruction of information. Works with appropriate personnel in order to establish appropriate security controls to eliminate or minimize their potential effects.

Assists in the development, implementation and testing of security controls and methods.

Maintains up to date security awareness program to ensure that faculty and staff are educated and aware of their roles and responsibilities in regards to information security and risk management.

Required to work a flexible schedule, including nights, weekends and holidays.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree required. Technology and network systems certifications preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Five years job related work in networking or telecommunications, education environment highly preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge

The theories, principles, practices, methods, and techniques used in the field of information security and network management.

Troubleshooting techniques for electronic equipment and systems.

Quality assurance concepts and procedures.

Skills Required

Methods for cost estimation and risk analysis

Prototyping procedures

Requirements gathering

Configuration modification, backup, restore

Procedures for starting and stopping network services

Conflict Resolution

Leadership

Managing without Authority
Mentoring
Preparing and administering performance reviews
Project management software tools (e.g., Microsoft Project)
Risk analysis

Highly Preferred

Documentation systems and knowledge database
A Specific development tool such as (e.g., Visual C++, Jbuilder, Xtreme programming, Rapid
Application Development- RAD, RUP (Rational Unified Process))
Test system utilization

Ability to

Complete complex technical projects, given detailed specifications.
Work effectively under the supervision of others.
Establish and maintain effective work relationships with students, faculty, staff, and the public.
Communicate effectively orally, by phone, in person, and in writing.
Represent the department and University in a friendly, courteous, and professional manner.
To use a personal computer and other office equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30

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day of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to the Management and Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of the notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.