

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS01817608

DATE POSTED: 04/08/19

POSITION NO: 244175

CLOSING DATE: 05/03/2019 5:00pm

POSITION TITLE: Information Security Officer

DEPARTMENT NAME / WORKSITE: NN Department of Information Technology / Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AR68A

WORK HOURS: 8AM - 5PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 58,448.00 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 28.10 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Responsible for providing the information security functions related to the Navajo Nations' computer facilities. Be responsible in the acquisition of security software and equipment. Be responsible for the information security function in developing and maintaining the security and risk management program, including risk analysis processes. Be responsible in identifying vulnerabilities and the appropriate solutions to eliminate or minimize their potential effects by utilizing scanning and remedial tools designed for security enhancement. Be responsible in developing and maintaining the access control rules within Network appliances and software which provides controlled access in accordance with Navajo Nation Government defined information access requirements. Be responsible in developing, implementing and maintaining NN security policies. Ensure departments have fulfilled their security responsibilities in accordance with Federal and NN information technology policies. Review new systems designs and major modifications for security implications prior to implementation. Consult on planned physical facilities changes, and alterations in work flow or operating procedures to evaluate the effect of such changes on security and safety. Serve as a member of software review committee to evaluate new software and hardware systems. Serve as a liaison between Navajo Nation entities and the security function. Participate in the IT steering committee meeting.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Information Security, Computer Science, Information Systems or related field; and three (3) years of responsible information security performing database security reviews; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation
- A valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of system analysis and design procedures and techniques. Knowledge of research techniques, methods and procedures. Knowledge of current theories principles, and technologies of information processing. Knowledge of project management methodologies. Skill in prioritizing, scheduling, assigning, reviewing and evaluating work. Skill in establishing and maintaining effective working relationships. Skill in communicating technical concepts to users in understandable language. Skill in identifying and defining user requirements and conceptualizing workable system to meet those needs. Skill in coordinating and implementing training of staff. Ensure departments have fulfilled their security responsibilities in accordance with Federal and NN information technology policies. Be responsible in developing, implementing and maintaining NN security policies. Consult on planned physical facilities changes, and alterations in work flow or operating procedures to evaluate the effect of such changes on security and safety. Serve as a member of software review committee to evaluate new software and hardware systems. Serve as a liaison between Navajo Nation entities and the security function.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**