



Employees' Retirement Fund
of the City of DALLAS®

Security Administrator

Organization Background

Employees' Retirement Fund (ERF) of the City of Dallas was established by ordinance in November 1943 and became effective in January 1944 after ratification by the voters of the City of Dallas. ERF is a single-employer defined benefit pension plan sponsored by the City of Dallas, and it provides retirement, disability and death benefits to its members.

This Security Administrator will be responsible for informing management of any condition that may impact the overall security of the Dallas ERF. The incumbent will focus on the identification, implementation, and maintenance of the overall data security of the City of Dallas Employee Retirement Fund (ERF) and server-side of web development and understands the programming languages which control the display of the content in the browser. The following are examples of work:

- Identify and evaluate technical security controls to prevent, detect, contain, and respond to information security threats.
- Stays current with skill sets to identify and mitigate emerging threats (as possible).
- Analyze security on a variety of computer systems. This includes web filtering, firewall, spam and phishing detection, data loss prevention, SEIM monitoring, and data encryption.
- Maintains the web filtering and intrusion prevention for the organization.
- Maintains an in-depth understanding of current and emerging security threats and recommends upgrades to the organization's technical infrastructure to protect against such threats.
- Maintains an understanding of current and emerging security technologies and practices and works with IT leadership to prioritize upgrades.
- Reviews and provides guidance for security configuration of Servers, Firewalls, VPN, Intrusion Prevention Systems, Routers and Switches.
- Assists with development of security policies and procedures to protect data assets and information technology systems as well as identifies logging mechanism to protect Dallas ERF from intentional or unintentional unauthorized modification, disclosure, destruction, access, or tampering of data.

- Monitors and reviews current security practices for compliance with the NIST (governmental) or PCI (private sector) security standards. Assists with practice improvements.
- Performs routine audits and assessments including security system logs and vulnerability scans noncompliance.
- Develop training, train, or assist in training staff members in resisting new attack vectors as they develop and as dictated or required.

Experience and Education

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in computer science or computer information technology; and, Seven or more years of experience in one or more of the following areas: business/systems analysis, communications technologies, network technologies, information technology security, databases, object programming, end user support, Oracle database, OAUTH, OpenID, Auto Login/Registration processes, cross browser technical and language compatibility issues and/or web technologies. Professional certifications, such as CISSP, CASP, ITIL, CEH, ECSA, or GIAC preferred.

Applicants interested in applying for this position should submit their application to detheridge@dallaserf.org. Applications should be sent by December 15, 2016. Please, No phone calls regarding this matter.