

Joe Lombardo
Governor



George Togliatti
Director

Sheri Brueggemann
Deputy Director

UNCLASSIFIED JOB ANNOUNCEMENT

Division Administrator, Office of Cyber Defense Coordination (OCDC) Carson City, Nevada

RECRUITMENT OPEN TO:

The Nevada Department of Public Safety is seeking a diverse pool of qualified applicants for the position of Division Administrator- Office of Cyber Defense Coordination (OCDC). The ideal candidate will have strong communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders and influence decision-making at all levels of the organization. Possesses knowledge of multiple aspects of information technology security concepts, principles and procedures including information security, network security, operations security, and internet security; application of current management principles, best practices, industry trends, merging technologies and project management concepts; network architecture and operations (security tools, firewalls, intrusion detection systems, and hacker techniques).

AGENCY RESPONSIBILITIES:

The Nevada Office of Cyber Defense Coordination (OCDC) serves as the primary focal point for cyber security strategy, policy, planning and coordination for the State of Nevada. The OCDC will assist local governments and non-profits within Nevada with work on cybersecurity strategy and defensive techniques, report cybersecurity concerns and work on cyber security projects. OCDC is responsible for the protection and security of information systems and the coordination of efforts to promote the protection and security of information systems that are essential to protecting the health, safety, and welfare of the people of the State of Nevada. Additionally, OCDC performs several other functions to include: review of information systems that are operated or maintained by state agencies; identification of risks to the security of information systems that are operated or maintained by state agencies; develop and update, as necessary, strategies, standards and guidelines for preparing for and mitigating risks to, and otherwise protecting the security of information systems that are operated or maintained by state agencies; coordination of performance audits and assessments of the information systems of state agencies to determine, without limitation, adherence to the regulations, standards, practices, policies and conventions of the Division of Enterprise Information Technology Services of the Department of Administration, that are identified by the division as security-related; establish various partnerships, consult and coordinate with various entities and agencies, as it relates to cybersecurity; and appoint cybersecurity incident response teams.

SALARY AND BENEFITS:

Annual compensation for this position is up to \$147,448 on the employer/employee paid retirement along with a benefits package that includes health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, and twelve paid holidays. An employer-paid retirement plan is also available with a reduced gross salary. **State employees do not contribute to Social Security.**

POSITION DESCRIPTION:

The Division Administrator is at-will and is appointed by the Director of the Department of Public Safety.

Capitol Police • Highway Patrol • Investigations • Parole and Probation • State Fire Marshal • Training Division
• Office of Traffic Safety • Office of Professional Responsibility • Office of Criminal Justice Assistance
• Records, Communications and Compliance • Office of Cyber Defense Coordination • Emergency Response Commission

Under the direction of the DPS Director, the OCDC Administrator will provide leadership, direction and executive oversight to the Cyber Defense staff. Cooperatively work with others in the cyber defense community and present pertinent, evidence-based reports for strategic planning and executive-level decision making. The Administrator is charged with:

- Preventing adverse cyber-incidents throughout the State of Nevada by acting as a conduit for best practices and lessons learned to flow through to partnering organizations.
- Prescribing relevant incident response plan requirements, auditing plans for compliance and conducting exercises to strengthen those plans.
- Coordinating resources and technical experts to organizations.
- Working with community partners to identify and prevent threats and attacks on the security of information systems in the State of Nevada.
- Helping Nevada's political subdivisions prepare and complete dynamic, flexible, cyber-incident response plans.
- Partner Collaboration.
- Assist partners find the most appropriate means to protect critical infrastructure.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in public administration, business administration, or related field and eight years of professional experience managing business operations to include strategic planning, policy development and implementation, budget development and presentation, and collaborating with multiple agencies to develop and implement programs or services; OR an equivalent combination of education and experience.

Background Investigation:

The selected candidate must pass the DPS pre-employment background investigation to include criminal history checks. The candidate will also be required to obtain a federal security clearance at the time of appointment and for continuing employment.

TO APPLY: (Recruitment will be opened until needs are satisfied)

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to:

Mary Gordon, HR Manager, Department of Public Safety
555 Wright Way
Carson City, NV 89701
Phone: 775-684-4703
Email: mgordon@dps.state.nv.us

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.

THE DEPARTMENT OF PUBLIC SAFETY IS AN EQUAL OPPORTUNITY EMPLOYER.