



Example of Information Security Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of information security specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information security specialist

- Provide consultation and advice to partners on a broad range Technology Controls / Information Security programs / policies / standards and incidents for own specialized area
- Define / develop / implement / manage standards, policies, procedures, and solutions that mitigate risk and maximize security, availability of service, efficiency and effectiveness
- Handle & respond to customer's information security issues and incidents
- Raise overall security awareness for account, define training road map fill competencies required based on needs
- Work with the different organization's competency teams to create and implement information security policies, procedures and technical measures
- Have good problem solving skills including the ability to anticipate identify problems, use sound judgment to generate and evaluate alternatives, and make recommendations
- Coordinate and interact with government and other contractor staff with technical understanding of systems and applications to ensure the A&A package is complete
- Work with organizational stakeholders, develop an information security strategy, obtain executive support of the strategy and monitor progress against it
- Work with organizational stakeholders, assist the development and support

- Capability to serve as a security resource to all levels including executive management, department employees, business associates, and external bodies such as state agencies

Qualifications for information security specialist

- Must have knowledge in technology infrastructure security, networking, databases, systems and/or Web operations
- Enhancing Cyber Security and organisation reputation by accepting ownership for accomplishing new and different requests
- Updating job knowledge by tracking and understanding emerging security practices and standards
- An understanding of the need for developing and driving the commercial characteristics of security solutions designing security architecture based on unit cost targets- mandatory
- Demonstrate good influencing, communications, interpersonal and organizational skills
- Must have an associate's degree with minimum of 8 years of experience with U.S. Government security fields (primarily in the area of physical security)