



# Example of Site Operations Job Description

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Our innovative and growing company is looking to fill the role of site operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for site operations

- Coordinating with customers to coordinate Interconnection Security Agreements/Approvals to Connect, policy exceptions, and standard operating procedures (SOPs) to ensure IC and DoD compliance
- Conducting site IT security inspections to identify compliance of site-based controls
- Supporting walk-through inspections with the ISSM and SSO as directed
- Directly supporting the Removable Media Custodian and Data Transfer Officer program with day-to-day execution by providing guidance and ensuring compliance with program guidance
- Creating, modifying, and archiving system security bodies of evidence that fall under the regional ISSM—utilizing the organization’s Assessment & Authorization tool
- Reviewing and validating site controls in accordance with system Continuous Monitoring Plan as required by the plan, utilizing government-provided tools
- Researching and reviewing over 63 Department of Defense (DoD), 41 Intelligence Community (IC), and 50+ other Federal regulations, memoranda, policies, procedures, and processes—including comprehensive analysis of the impact on over 31 existing DIA issuances
- Assisting other CIO organizations with the development of IA related standard operating procedures and processes
- Conducting gap analysis of DoD and IC policy artifacts and developing, reviewing, and updating all policies, directives, and issuances needed as identified by the government and management of the IA Policy Roadmap or

- Serving, as requested by the government as the IA Subject Matter Expert (SME) for as many as 20 various government working groups related to IA and cybersecurity

## Qualifications for site operations

- Making recommendations on DIA's participation in and responses to the working groups, developing and coordinating DIA's responses to stakeholders, providing detailed and executive-level reports on the working groups' activities and outcomes, identifying both correlations and disconnects in working group efforts—and how well the DIA IA Program is aligned with them
- Identifying and providing recommended courses of action in response to working group efforts
- Managing internal IA policy repository and, potentially, the external IA policy repository also
- Tasking policy assistance for all IA and cyber-related functions, plus day-to-day policy support
- Creating draft documents, document reviews, and IA issue research
- May require administrative tasks such as grammatical, technical, and customer comprehension review