



Position Title: Information Security Officer

Supervisor: President

Direct Reports: Network Engineer, Assistant Network Engineer

Position Overview:

The Information Security Officer oversees and coordinates security efforts across the bank and identifies and establishes security initiatives and standards throughout the organization. This position is responsible for planning, directing, and coordinating the bank's information security policies and procedures to ensure that all information systems are functional, secure, and safeguarded throughout the bank and are in compliance with applicable regulations. Additionally, the Information Security Officer is responsible for providing leadership and ensuring technical and administrative support for the development of the Board's Disaster Recovery, Business Continuity, and Incident Response programs for the bank.

Essential Functions

Information Security Officer Responsibilities

- Develop and manage technology, IT, and security strategies, policies, systems and directives ensuring compliance with all federal, state, and local regulations. Collaborate with management to understand risks and potential opportunities, conduct risk assessments, develop risk mitigation and technology strategies, and annual budget development. Ensure communication of and compliance with processes and policies throughout all levels of the bank.
- Manage IT and technical staff and operations; communicate goals, implement policies, delegate responsibilities, and ensure procedures are followed. Supervisory duties may include but are not limited to hiring/termination, training; performance review; disciplinary action; providing guidance and coaching; assisting with resolving issues; and assigning, coordinating, and scheduling duties/shifts.
- Manage security functions including but not limited to reporting significant security events to appropriate parties as needed; responding to security events, initiating emergency actions, and participating in incident response teams; managing corporate access controls/permissions; and leading information security awareness and training initiatives.
- Work with vendors, outside consultants, and other third parties to improve information security within the organization and lead vendor management to ensure adequate performance and security practices.
- Maintain knowledge on IT operations, network and IT security best practices, industry standards, and policies and regulatory requirements affecting banking and IT operations.
- Prepare for and respond to regulatory exams and other audits
- Minimize the disruption or degradation of critical services.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in information technology, computer science, or related field required.
- 5-10 years experience in information technology or a similar role required.
- 1-2 years supervisory experience preferred.
- Proficiency in network infrastructure and security best practices.
- Excellent verbal and written communication skills, to interact effectively with colleagues (e.g., in-person, telephone, electronic, and written communications).
- Strong problem-solving skills and attention to detail.
- Excellent attention to detail and accuracy in data entry.
- Ability to multitask and collaborate effectively.
- Ability to participate in the Bank CCC and training compliance programs.
- In-person attendance is an essential requirement of this position.

Physical Requirements:

- Prolonged periods of standing or sitting at a desk or workstation
- Regular use of a computer, keyboard, mouse, and office equipment such as printers, scanners, and photocopiers
- Occasional standing or walking within the bank space for meetings, use of workstations, breaks, etc.
- Occasional lifting and carrying of computers, printers, electrical equipment, boxes, and ladders (i.e., no more than 50 lbs.).
- Occasional movement of the lower extremities (e.g., squatting, kneeling, bending at the waist, twisting, etc.) to perform regular office functions.
- Occasional movement of upper extremities (e.g., reaching below, at, above shoulder level; grasping objects; etc.).
- Periodic use of ladders, step-stools, etc. to complete network infrastructure, system hardware, and technology repairs/installations, as required.
 - Exposure to dust and insulation.

Apply online at <https://www.dsbks.com/home/about-us/jobs> or send resume to: Denison State Bank, Human Resources Department, P.O. Box 71, Holton, KS 66436 or e-mail to dtoby@dsbks.com. EOE