APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

FIRST POSTING OPEN TO ONEIDA ENROLLED MEMBERS ONLY

POSITION TITLE: Information Security Administrator

POSITION NUMBER: 03162

DEPARTMENT: MIS – Gaming MIS

LOCATION: 2020 Airport Drive, Green Bay, WI

DIVISION: General Manager

RESPONSIBLE TO: Manager of Network Services

SALARY: E8 Salary Range: $69,901 - $111,841/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

(Employees will receive 5% below the negotiated pay rate during their probationary status)

CLASSIFICATION: Exempt

POSTING DATE: July 28, 2021

CLOSING DATE: August 4, 2021

Transfer Deadline: August 4, 2021
Proposed Start Date: As soon as possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This is an entry level position responsible for providing day to day support of the Oneida Nation security solutions and assisting senior staff with the implementation of security solutions, creation and/or maintenance of policies and investigation of security alerts. Responsibilities also include the ability to effectively communicate with all levels of Oneida's business operations on security issues. The incumbent is expected to be fully aware of the organization's established security goals and to actively work towards upholding those goals. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in the establishment and maintenance of organizational wide information security policies, standards and procedures.
2. Participate in the planning and design of the Oneida Nation's information security architecture.
3. Participate in the testing and deployment of security solutions.
4. Participate in the planning, design and testing of the Oneida Nation's Business Continuity and Disaster Recovery plans.
5. Participate in short- and long-term strategic planning.
6. Under the guidance of senior staff, perform periodic risk assessments of operating systems, database and application systems, identifying security issues and recommending fixes.
7. Review security logs and reports to identify and prevent threats to the information assets of the Oneida Nation.
8. Contribute to the overall IT business strategy and technology directions as related to IT security.
9. Provide technical assistance on security issues, disaster recovery for operating systems, database and applications projects.
10. Provide project management for mid-level projects.
11. Assist with the documentation of the security environment and procedures to ensure that security administration is accurate, efficient and of high quality.
12. Assist with problem determination and resolution processes as it pertains to security problems, including the recognition and identification of security threats.
13. Maintain expertise in the area of security, including trends, strategies and products to ensure the protection of the Oneida Nation's information assets.
14. Maintain control structures, and resources; implement security improvements, evaluating trends and anticipating requirements.
15. Provide network scanning and vulnerability assessments.
16. Administer and maintain remote access.

DUTIES AND RESPONSIBILITIES (Cont.):

17. Participate in the evaluation and selection of security solutions, or enhancements to existing security solutions, to improve overall enterprise security.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Occasionally stand, walk, bend/stoop, crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry/lift up to one hundred (100) pounds with assistance.
2. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to communicate efficiently and effectively both verbally and writing.
2. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
3. Ability to exercise initiative and independent judgment.
4. Ability to work independently and meet deadlines.
5. Skill in preparing, reviewing and analyzing data.
6. Skill in operating various word-processing, spreadsheets, and database software programs, AS400, in a Windows environment.
7. Knowledge of information security technology and strategies.
8. Spoken and written communication skills in small group and department settings.
9. Must adhere to the Oneida Computer Resource Ordinance.
10. Must sign and adhere to the conditions of the MIS Confidentiality Statement.
11. Must be able to work in a dynamic team environment taking leadership or subordinate roles as appropriate.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.
16. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:
Applicants please clearly state on the application/resume if you meet these qualifications.

1. Bachelor's Degree in an Information Technology related field.
2. Experience with Gaming systems and processes.
3. Industry standard security certification(s). (Security+, CISSP, GIAC, CEH, CCSP, etc.).
4. Understanding of common Information Security Frameworks (NIST, CIS, ISO, SANS, etc.)
5. Enterprise-Level experience in the following areas:
    a. Firewall administration
    b. Intrusion detection/prevention systems (IDS/IPS)
    c. Security information and event management (SEIM)
    d. Network access control (NAC)
    e. Mobile device management (MDM)

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PREFERRED QUALIFICATIONS: (cont.)
f. Cloud security controls
g. Data loss prevention (DLP) and Encryption
h. Public key infrastructure (PKI)
i. Forensic analysis

MINIMUM QUALIFICATIONS:
Applicants please clearly state how you meet these qualifications on the application/resume.
1. Associate degree or higher, in an Information Technology related field.
2. Five (5) years or more experience working in an information security position or capacity to include.
    a. Managing and leading Information Technology projects to include, defining requirements, developing project plans, and delivering results.
    b. Working knowledge of mobile, desktop and server operating systems (Windows, Linux, MacOS, IOS, Android, etc.) in an enterprise environment.
    c. Working knowledge of Active Directory administration and endpoint protection systems.
3. An equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:
1. **Must provide a copy of diploma, license, degree or certifications upon employment**.