



Position: **Cybersecurity Analyst**

Shift: Monday – Thursday 7:30 am to 5:30 pm

FLSA Designation: Exempt

Cybersecurity Analysts participate in identifying, evaluating, implementing, and monitoring appropriate security mitigation to provide assurance in the security of Cooperative cyber infrastructure and information.

Essential Job Functions:

- Installing, implementing, administering, monitoring, and maintaining security architecture technology processes and solutions including security information and event management (SIEM), anti-malware, intrusion detection, public key management, certificate management, physical security management, and identity & password management solutions.
- Monitors security-events from servers, firewalls, and intrusion detection sensors (IDS) for potential security breaches or violations of policy.
- Assists in the identification, handling, and resolution of cyber security incidents; manages and maintains cyber security tools.
- Performs change management and configuration activities, security controls testing, system baseline activities, vulnerability testing and analysis, and network traffic analysis to ensure system reliability and security.
- Maintains hardware and software systems related to electronic physical access control and monitoring systems.
- Performing activities needed to achieve and demonstrate regulatory compliance with security standards such as PCI and NERC CIP.
- Assists in the development, implementation and review of security plans, policies, and procedures.
- Assists in risk assessments and implementing mitigation plans for Cooperative cyber systems.
- Monitors security bulletins for vulnerabilities applicable to Cooperative information systems, makes mitigation recommendations to systems owners and tracks progress in applying mitigation.
- Assists in presenting end-user IT security training and awareness programs on security policies and guidelines.
- Assists in the development and evaluation of IT disaster recovery plans.
- Keeping abreast of the latest security issues and briefing management of emerging threats including both general threats and those specifically targeting the electric sector and industrial control systems.
- Work within budget for company projects and provide regular status updates to IT Infrastructure Manager.
- Assist IT Infrastructure Manager in planning and providing Disaster Recovery procedures for network systems.
- Assist IT Infrastructure Manager in planning and budgeting for future needs of the Cybersecurity infrastructure.

- Complete all assigned work in an accurate, timely, and efficient manner.
- All other duties as assigned by IT Infrastructure Manager.

Relationships:

- IT Infrastructure Manager – Report to and carry out instructions.
- District Managers / Staff Members – Work with cooperatively in providing resources to their department as approved by IT Manager.
- Fellow employees – Work cooperatively in providing strong internal customer service and member services.

Position Requirements:

- Education Requirements:
 - Bachelor's degree in cybersecurity or a related IT field or equivalent experience/training
 - Information Security certifications may include, but not be limited to Security+, ACSE, SSCP, CISSP, CISA, CISM, GSEC, GCIH, and CEH.
- 1-4 years of relevant experience including professional experience
- Demonstrated ability to develop IT security standards and procedures
- Knowledge of national and international regulatory compliances and frameworks such as the NIST Cybersecurity Framework, PCI, and NERC CIP
- Must be able to fluently read and speak the English language.
- Must be able to cognitively understand, analyze, and interpret general mathematic properties (Ex: Add, Subtract, Multiply, Divide).
- Must have basic skills in the Microsoft Office products to produce quality documents in Word, Excel, PowerPoint, and Visio.
- Must be able to work in high stress environments.
- Must be able to prioritize and manage workload, seeking IT Infrastructure Manager assistance, as necessary.
- Must be able to respond to urgent issues quickly, and other issues in a timely manner.
- Must be able to troubleshoot technical issues.
- Must be able to research for solutions to technical problems.
- Must be able to present accurate information to members and co-workers.
- Must be able to functionally operate a computer terminal, utilizing monitor, keyboard, and mouse.
- Must be able to enter minimum 150 characters per minute on standard 10-key.
- Must maintain strong written skills (grammar, punctuation, spelling).
- Must be able to work cooperatively with other employees within the same office setting.
- Must be able to work in a team environment.
- Must abide by all corporate standards, policies, by-laws, and regulations.

Physical Requirements:

- Must be able to work in a general office environment, indoors, for eight hours or more at a time.
- Must be able to be seated or standing for extended periods of time.
- Must be able to communicate verbally both in person and over telecommunications.
- Must be able to operate computer terminal (keyboard, mouse, monitor) effectively.
- Must have 20/20 vision or ability to wear corrective lenses.
- Must be able to lift 50lbs of equipment for short periods of time.
- Must be able to work on limited space / cramped (cabling under office desks for workstations).
- Must be able to bend/stoop for extended periods of time for various component installation/repair.

All qualified candidates are encouraged to submit their application/resume to the Human Resources Department by August 5, 2020.

**You may email your submission to careers@tcectexas.com, or send to the following address:
Tri-County Electric Cooperative, Inc. Attn: Human Resources, 200 Bailey Ranch Road, Aledo,
Texas 76008**