



# EXECUTIVE DIRECTOR, INFORMATION ASSURANCE & CYBERSECURITY DIVISION

**OCCUPATIONAL SERIES:** 2210

**FIELD/HQ:** HQ

**PAY BAND:** TSES 02

**PILLAR:** Enterprise Support

## JOB OVERVIEW

Serves as the Chief Information Security Officer (CISO) responsible for TSA's cybersecurity strategy, policy, and operations for information technology (IT), oversees the development and implementation of security tools and procedures to ensure the proactive protection of applications, networks, servers, workstations, and other information technology, and directs the TSA Security Certification and Accreditation Program.

## JOB RESPONSIBILITIES

- Establishes organizational performance metrics that ensure accountability, evaluation, and continuous improvement.
- Communicates program goals and requirements to agency leadership, management, and staff, and explains and defends program operations and operating policies and procedures.
- Develops and implements cybersecurity strategy, policy, security tools, and procedures to ensure the proactive protection of applications, networks, servers, workstations, and other information technology.
- Oversees security authorization processes and ensures compliance with the Federal Information Security Modernization Act (FISMA).
- Develops education and training plans for the organization and provides ongoing guidance.
- Assesses security risks and vulnerabilities and develops methods to deal with the risks and vulnerabilities.
- Manages large budgets and the contracting process including evaluating the need for new contracts, leveraging existing IT contracts, supporting the acquisition process, and managing contracts after award.
- Manages the TSA Security Operations Center (SOC), as well as security information and event management systems which aggregates and correlates data from security feeds.
- Advises the Assistant Administrator and Deputy Assistant Administrator on Cyber risk, Cyber Security operations, IT requirements, and creative solutions to program issues.

## JOB SKILLS

- Secures IT assets and manages threats, access to systems, data loss/prevention, forensics, and monitoring of the enterprise.
- Leads a large organization and communicates with all levels within the organization.
- Mitigates cybersecurity risks by managing organizational resources, technology, and operational processes, making changes as required given evolving security threats.
- Conducts audits, reviews, risk assessments, contingency planning, forensic analysis, vulnerability scans, penetration testing, and other information systems vulnerability and protection methodologies.
- Manages resources such as budget, personnel, and technology.

# PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

**The application process used to recruit for the position is RESUME-BASED.  
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.**



- Expert knowledge of IT Security theories, practices, and emerging issues to plan, develop, and coordinate TSA-wide information assurance, information security or cybersecurity programs and strategies.
- Expert knowledge of the use of information technology, including knowledge of logical and physical data architectures, network communications, protocols, operating systems, applications, databases, and telecommunications.
- Skill in conducting a variety of IT security disciplines such as audits, reviews, risk assessments, contingency planning, forensic analysis, vulnerability scans, penetration testing, and other information systems vulnerability and protection methodologies.
- Ability to establish organizational performance measures/metrics that ensure accountability, evaluation, and continuous improvement. Ability to promote and communicate program goals and requirements to agency leadership, management and staff, explain and defend program operations and operating policies and procedures.

## EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.