



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 85
Position:	IT Cyber Security Analyst
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm (35 hours per week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage Range:	\$81,691 to \$102,114 Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	November 12, 2024
Closing Date:	November 29, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on November 29, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: IT Cyber Security Analyst

POSITION SUMMARY: Reporting to the Manager of IT Infrastructure, the IT Cyber Security Analyst will develop, plan, recommend, implement, improve, and monitor security measures to protect the organization's computer networks, connected devices and information and to prevent unauthorized access, use, disclosure, disruption, modification, or destruction of the information and/or the systems on which the information resides. This role involves developing plans for network enhancement, assisting in cyber security matters and collaborating with other departments to align with organizational goals.

DIVISION / DEPARTMENT: Corporate Services / Information Systems

RESPONSIBLE TO: Manager of IT Infrastructure

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Monitor for cyber-attacks, intrusions and unusual, unauthorised, or illegal activity.
2. Plan and carry out security measures in response to cyber security events and incidents in accordance with an organization's incident response plan to protect information and data.
3. Apply encryption protocols and manage keys to ensure security of data is maintained while at rest and in transit. Monitor access and credentials for information and systems.
4. Install, test, and operate security software and tools such as anti-virus and automated threat detection/prevent systems to ensure security measures are in place and working as intended.
5. Collaborate with the IT team to design, coordinate, and lead efforts to implement and maintain a comprehensive network security infrastructure, including wired, wireless systems, mobile devices, and voice systems to protect against both internal and external intrusion threats.
6. Maintain, support, and implement the City's Data Centres, including the primary data centre and the secondary disaster recovery site. Oversee backup systems to ensure data integrity and seamless recovery in case of disruptions.
7. Manage relationships with network hardware and software vendors, including negotiating contracts, evaluating products, and overseeing vendor performance.
8. Stay ahead and up to date on emerging technologies and best practices in network management, cyber security matters and proactively identify opportunities for innovation and improvement.
9. Ensure the availability and reliability of all critical corporate infrastructure technologies, including financial systems, Microsoft messaging, and public-facing systems that handle sensitive data. Additionally, assist the Manager of IT Infrastructure in designing and implementing the corporate disaster recovery plan and incident response plans.
10. Document computer security and emergency measures policies, procedures, and tests.
11. Perform other related duties as required.

POSITION REQUIREMENTS:

- Bachelor's degree in Information Systems, Computer Science, or related discipline or an equivalent combination of education and experience.
- At least two (2) years of experience in a position involved with monitoring cyber security.
- MCITP (Microsoft Certified IT Professional) designation is preferred.
- SOC Analyst or CEH preferred.
- Security + designation preferred.