



POSITION ANNOUNCEMENT Jacksonville, Florida



INFORMATION SYSTEMS SECURITY MANAGER Innovation Center/Information Technology

Starting Salary Range: \$115,000 to \$135,000 DOE
FLSA: Exempt

Tactical Air Support, Inc., a growing national company, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation, as well as the production, modification, and sustainment/maintenance of high-performance aircraft. We “Serve Those Who Serve” with innovative aviation solutions while maintaining a balanced focus on our customers and our teams and we are seeking an experienced **Information Systems Security Manager (ISSM)** to join our IT team.

Information Technology’s (IT) mission is to empower Tactical Air’s employees, partners, and customers through transformative technology solutions that fuel growth, innovation, and sustainable competitive advantage. We are dedicated to driving digital transformation, aligning technology with our business objectives, and advancing Tactical Air’s mission. We strive to leverage cutting-edge technologies and innovative solutions to enhance operational efficiency, deliver exceptional user experiences, and enable data-driven decision-making across the organization. By fostering a culture of collaboration, continuous learning, and agility, we aim to be a catalyst for positive change, enabling Tactical Air to thrive in a rapidly evolving digital landscape.

This position is located in Jacksonville, Florida, the largest city in Florida. Jacksonville is home to the largest Naval port in the United States and offers communities rich in history, arts and culture, entertainment, recreation, and cuisine. There is truly something for everyone. For more information about living in Jacksonville, check out <https://www.lifestorage.com/blog/moving/moving-to-jacksonville-fl/>.

The ideal candidate for the **Information Systems Security Manager** position will be responsible for the information security management function to include development, documentation, implementation, operation, and maintenance of the company’s information security program. This position will lead ongoing activities to preserve the availability, integrity, and confidentiality of information resources in compliance with security policies and standards. The ISSM is a key role in the effective management and protection of Tactical Air’s information systems, data, and networks. The successful performance of this position will require candidate to meet and support the business goals and mission of the company.

The key desirable and preferred requirements for this position include:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Please refer to the position profile for complete job description and requirements.
- Strong background and experience in security policy development, security audits and assessments, risk management, incident response, security documentation, security monitoring and reporting, security compliance.
- Ability to prepare presentations and conduct security awareness training to end users to preserve integrity of information systems and ensure compliance with security policies.
- Ability to assist on information security risk and control matters throughout the organization and promote advantages of managing those risks efficiently and effectively.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.

- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to cross-train into other specialties as needed.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. is required.
- Must have current or be eligible to obtain a U.S. government security clearance.
- Tactical Air Support is a Drug- and Alcohol-Free Workplace.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in cutting-edge and innovative information technology and cybersecurity, Tactical Air invites you to apply.

If any applicant requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air is proud to be an **EOE AA M/F/Vet/Disability** Employer*

Tactical Air Support, Inc.

Position Description

INFORMATION SYSTEMS SECURITY MANAGER

Reports to: Chief Information Officer or as Assigned
Classification: Exempt
Date: 16 May 2023

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction, the Information System Security Manager (ISSM) will be responsible for overseeing and managing the security posture of the organization's information systems. The primary objective of this position will be to ensure the confidentiality, integrity, and availability of the organization's data, systems, and networks. The ISSM will work closely with various stakeholders, including system administrators, security officers, and management teams to implement and maintain robust cybersecurity practices and procedures.

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The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; work environment; and authorizations/clearance are generally representative of the *minimum or preferred requirements to enter the job and capably perform the duties and responsibilities*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- Bachelor's degree in Computer Science, Information Systems, Cybersecurity, or related discipline; advanced degree preferred.
- Demonstrated progressive experience with security assessment and auditing methodologies.
- Experience in the development and delivery of security awareness and training programs preferred.
- Equivalent combination of training, education, and experience in a relevant field or industry will be considered in lieu of degree.
- Professional certifications in information security such as CISSP (Certified Information Systems Security Professional), CISM (Certified Information Security Manager), or equivalent.
- Valid State Driver License.
- Familiarity or experience with the U.S. Armed Forces and Department of Defense (DoD) federal contractors and the aerospace, defense, or commercial aviation industry preferred.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Develop and implement information security policies, standards, and procedures in alignment with industry best practices and regulatory requirements,
- Regularly review and update security policies to address emerging threats and technologies.
- Conduct regular security audits and assessments to identify vulnerabilities and weaknesses in the organization's systems
- Coordinate with internal and external auditors to ensure compliance with applicable security standards, such as ISO 27001, CMCC, or NIST SP 800-53.
- Identify and evaluate potential risks to the organization's information systems.
- Develop and implement risk mitigation strategies including security controls, safeguards, and incident response plans and continuously monitor and assess the effectiveness of implemented controls.
- Develop and maintain an incident response plan to effectively respond to and mitigate security incidents.
- Lead response efforts in the event of a security breach, coordinating with relevant stakeholders such as IT teams, People Operations, legal counsel, and law enforcement agencies.
- Maintain accurate and up-to-date security documentation including system security plans, risk assessments, policies, and procedures.
- Ensure compliance with regulatory requirements for information security documentation.
- Implement and manage security monitoring tools and technologies to detect and respond to security events.
- Regularly generate security reports for management and highlight key findings, risks, and recommended actions.
- Ensure compliance with applicable security regulations such as HIPAA, GDPR, or PCI-DSS.
- Stay abreast of evolving security threats, vulnerabilities, and regulatory changes, and provide recommendations for maintaining compliance.
- Develop and deliver security awareness and training programs to educate employees about security risks and best practices.

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- Promote a culture of security throughout the organization and ensure compliance with security policies and procedures.
- Other duties as assigned.

Knowledge, Skills, and Abilities (KSAs)

- Extensive knowledge of information security principles, best practices, standards, and frameworks (e.g., ISO 27001, NIST Cybersecurity Framework).
- Strong understanding of network and system architecture including cloud-based environments.
- Knowledgeable in security technologies such as firewalls, intrusion detection/prevention systems, SIEM (Security Information and Event Management) tools, and endpoint protection solutions.
- Ability to identify and implement organization's enterprise information technology (IT) goals and objectives.
- Strong Windows-based computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High/MS Teams preferred) for creating documents, reports, forms, spreadsheets, presentations, and publications as required; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing environment.
- Ability to properly handle classified and/or protected information and/or materials, manage files, and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to read, write, and speak English to communicate in a clear, straightforward, and professional manner.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper use of government classified networks, telephone, and email practices and etiquette.

Supervisory Responsibility

This position will accomplish department objectives by supervising staff and organizing and monitoring work progress. Supervision of professional and support staff requires effective leadership, team building and creating an environment in which employees are engaged and motivated. Supervisor duties may include, but are not limited to:

- Serve as a coach and mentor to ensure employees receive training, establish goals, and provide ongoing guidance and support.
- Serve as an advocate for the company to ensure employees receive information about policies, programs, change directives, and to support the organization's culture.
- Serve as an advocate for employees to represent employee requests and opportunities for recognition or advancement to management.
- Utilize expertise of Human Resources for guidance and support in staffing, development, management of personnel policies and records, training and development, performance management, counseling, employee engagement, and organizational development to ensure all activities conform to policies, federal/state regulations, and Tactical Air culture.
- Be familiar with and ensure compliance with all federal, state, and contractual rules, regulations, and requirements.

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- Identify staffing requirements and utilize the company recruitment program to recruit, make recommendations for hire, and retain qualified candidates.
- Develop training plans to ensure employees have the necessary expertise, training, and resources to fulfill their job responsibilities.
- Ensure job descriptions accurately portray the primary responsibilities, qualifications, and terms for each job; set performance standards for tasks and roles of employees; ensure employees have appropriate and realistic job goals.
- Provide continuous and regular feedback about performance; conduct regular performance appraisals in accordance with company policy; develop performance improvement plans to address performance problems.
- Understand and implement company policy regarding employee recognitions, incentives, bonus program, and rewards designed to acknowledge employee performance and accomplishments.
- Be familiar with time and attendance policies to ensure accurate scheduling, completion and approval of timesheets, and compliance with DCAA and contract requirements for time records.
- Be familiar with Drug Testing program and reasonable suspicion.
- Be familiar with, and comply with current federal and state employment regulations, policies, and the application of best practices in managing a diverse, high-performance, talented workforce.
- Engage in and participate in continuous development of professional-level leadership and supervisory skills and demonstrate application of principles.

Physical Demands

- Extended periods of sitting and standing.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Occasional lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, safety-conscience, office environment
- Occasional aircraft hangar or warehouse environment with exposure to loud noises; fumes from engines, chemicals, or airborne particles; electrical shock hazards; and trip or slip hazards.
- Specific work hours determined by operational, departmental, or contractual requirements.
- Occasional non-standard telework, work-from-home, or flexible work hours may be coordinated upon supervisor approval.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.
- Tactical Air Support is a Drug & Alcohol-Free Workplace.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.

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- Must be eligible to obtain a U.S. government security clearance.

The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.