

**Job Title** Information Security Analyst

**Short Description** The responsibility of the Information Security Specialist is to ensure the development, delivery and administration of a comprehensive physical and information security and privacy program for APCU. The scope of this program is credit union wide, and includes building security and information in electronic, print and other formats. The purpose of this program is: to protect the credit union offices, ensure the security and confidentiality of member records, protect APCU information and its infrastructure from external or internal threats, assist in identifying persons who commit or attempt crimes, prevent destruction of vital records, and to assure that APCU complies with the policies of the credit union.

**Full Description** Come join our growing credit union. We are people helping people. Our culture is collaborative and fosters community service and employee growth.  
Purpose: Assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service."  
The responsibility of the Information Security Specialist is to ensure the development, delivery and administration of a comprehensive physical and information security and privacy program for APCU. The scope of this program is credit union wide, and includes building security and information in electronic, print and other formats. The purpose of this program is: to protect the credit union offices, ensure the security and confidentiality of member records, protect APCU information and its infrastructure from external or internal threats, assist in identifying persons who commit or attempt crimes, prevent destruction of vital records, and to assure that APCU complies with the policies of the credit union.  
Duties and Responsibilities:  
1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises.  
2. Coordinate the development, implementation and maintenance of APCU physical and information security policies, standards and procedures.  
3. Ensure the credit union's physical and information security programs are administered per the appropriate regulations and guidelines and in conjunction with various departments such as Information Services, Facilities and HR.  
4. Develop and implement an ongoing GLBA risk assessment targeting physical security, information security and privacy matters.  
5. Complete and maintain the ACET risk assessment  
6. Oversee and lead the Information Security meetings quarterly  
7. Ensure active involvement with strategic initiatives and projects from an information security perspective.  
8. Identify and recommend methods for vulnerability detection and remediation.  
9. Review, track and monitor results of vulnerability testing and make recommendations to mitigate risks identified in the vulnerability tests.  
10. Develop and implement an Incident Reporting and Response System to address APCU's security incidents.  
11. Monitor the internal control systems to ensure that appropriate

access levels are maintained.

12. Provide consultation and written reports to management concerning physical and information security issues.

13. Maintain a threat landscape that can be provided to management. This should include current and emerging threats, trends observed, and threat agents involved.

14. Monitor compliance with information security policies and procedures through regular reporting made available to management.

15. Periodically provide the department managers with a report of their areas security performance that is suitable for usage in an employee performance evaluation.

16. Maintain the Information Security Standards document

17. Develop and deliver an information security report for the Audit Committee.

18. Responsible for seeing that the credit union maintains appropriate business continuity and contingency plans.

19. Serve as an internal information security consultant to the credit union and advise the credit union of current information about physical and information security technologies and related industry issues.

20. Coordinate the development and delivery of an education and training program on physical and information security and privacy matters for employees and members.

21. Serve as a credit union contact for external auditors and agencies.

22. Represent APCU on physical and information security matters.

23. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.

24. Other duties as assigned.

#### Desired Qualifications:

1. Bachelor's degree or minimum five years' experience in Information Technology and Information Security within a financial institution

2. Solid track record of working in Information Security, IT and enterprise risk management within a financial institution

3. Must have knowledge in federal and state regulations related to information security

4. CISSP and/or CISM certifications a huge plus

5. Must be able to work with others.

6. Strong communication and organization skills required

7. Must be technologically proficient including Word, Excel and other applications relevant to your job.

8. Must be attentive to detail and have the ability to multi-task and prioritize work

9. Minimal travel required

#### Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The requirements for the position listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

A credit report will be generated and reviewed for all applicants.

<b>Education</b>	Bachelors' degree or minimum 5 years' experience in IT and Info Security in a financial institution
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**Additional Comments**

<b>Credit Union</b>	Atlanta Postal Credit Union
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<b>State</b>	Georgia
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<b>Contact Name</b>	Ginger Wallis
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**Fax**

<b>Expiration Date</b>	02/28/2022
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