



Cybersecurity Director

Job Description

September 2024

Department: Administration

Job Classification: Exempt

Work Schedule: Generally, Monday-Friday, 8:00 am-5:00 pm. Ability to work evening hours, if needed. Weekend hours may be required on occasion.

Reports to: Chief Executive Officer

Working Relationships: Internal: CEO, All KEC departments as needed, member cooperatives' leadership and staff

External: Local, State and Federal Elected Leaders, Regulatory Authorities, State and Federal Agencies engaged in cybersecurity issues; Public Officials; National Rural Electric Cooperative Association and other associations engaged in cybersecurity issues.

Primary Accountabilities:

- Strengthen KEC's and members' cybersecurity resilience by providing an improved understanding of emerging cyber threats and available threat mitigations.
- Oversee the management of KEC IT Architecture including design, network topology, and managed services contractor engagement. Will be KEC's primary subject matter expert on IT, networking, and cybersecurity. Will be responsible for making new technology decisions to build out a robust and secure IT Architecture. This includes on-premise technology as well as emerging cloud-based solutions.
- Read new and renewing contracts across all KEC departments to identify emerging cybersecurity considerations and work with KEC legal assets to insert appropriate protective cyber language.
- Advocate for solutions that are in the best interest of KEC as a whole and maintain that perspective as new technology and architecture is integrated into business operations.
- Write a progress report to be submitted as part of normal KEC Board Meeting aggregate reports.

Major Duties:

- Work with the Kansas Intelligence Fusion Center (KIFC) to optimize KEC's utilization of available government resources on both physical security and cybersecurity topics as they apply to Kansas Electric Cooperatives.
- Subscribe to and stay active with the Electric Sector Information and Analysis Center (E-ISAC) as well as the Department of Homeland Security's (DHS) Homeland Security Information Network (HSIN).
- Stay abreast of reporting emerging from the E-ISAC and pertinent communities within HSIN. Read this reporting and pass along pertinent reports to members along with additional analysis when possible.
- Assist KEC and members with utilizing partnership with the KIFC to provide better understanding of architectural gaps in network defenses.
- Perform threat hunting activities on KEC networks using appropriate tools including but not limited to firewall log traffic analysis.



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- Assist and advise members on threat hunting skills and tools.
- Assist members by developing network architectural design options to improve cyber defenses.
- Provide KEC and the members' technical staff with unclassified emerging threat information tailored to their specific assets.
Interpret and apply threat information, provided by US Government Intelligence Community reporting, to vulnerabilities and consequences of member networks without compromising sensitive government information or the privacy of KEC and its members.
- Assist members with pertinent cyber terms in contracts and associated contract negotiations when requested.
- Act as cyber consultant to member leadership in managing their cyber incidents. Help leadership understand what resources are available and the best entities to engage for assistance. Act as member proxy, when requested, to outside resource responding to a cyber issue.
- Interpret and apply threat information, provided by US Government Intelligence Community reporting, to vulnerabilities and consequences of member networks.
- Provide updates to organization leadership pertaining to emerging threats and progress in member cyber resilience.
- Communicate KEC policy positions through direct conversations, presentations, and written statements.
- Oversee KEC's managed services provider's administration of KEC's network and suite of business applications as the primary IT technical Subject Matter Expert (SME). Provide guidance to the service provider in a manner where the benefit to KEC organization is maximized.
- Provide general assistance to KEC staff and overall programming as needed including, but not limited to, meetings, training, and special events or projects.
- Stay current with issues important to member electric cooperatives and KEC members.
- Other duties as assigned.

Qualifications:

- College degree.
- Must have at least five (5) years' experience related to the electric industry technical support operations in either Operations Technology (OT) or Information Technology (IT).
- Demonstrated proficiency in managing ethernet wired and wireless networks including but not limited to routers, switches, access points, and mesh networks.
- Prefer familiarity with manipulating large .csv data sets with spreadsheets or command line utilities via scripting. Some data sets may exceed one million rows.
- Demonstrated proficiency in managing Microsoft networks Forrest/Domain architectures.
- Prefer education or background in intelligence analysis.
- Prefer education or background in Linux administration and command line utilities.
- Prefer understanding of operating processes within government classified facilities.
- Must be eligible or possess current government clearance at the TS-SCI level.
- Must have ability to explain complex technical concepts in a manner that is understandable by non-technical leadership.
- Ability to work on matters requiring a high degree of confidentiality and information sensitivity.



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- Must have excellent oral and written communication skills.
- Ability to create and effectively present dynamic presentations.
- Ability to plan, organize, and follow through under strict deadlines and work under pressure.
- Ability to handle a high volume of work efficiently and effectively, while handling multiple projects simultaneously.
- Demonstrated attention to accuracy.
- Ability to meet people easily and win other's confidence.
- Must work independently and collaboratively.
- Must exercise good judgment and act in accordance with KEC policies, while providing excellent member service.
- Ability to accurately assess needs, maintain a calm business demeanor, and take quick action to resolve issues.
- Must be able to work with all cooperative employees and diversified groups in the best interest of KEC and electric cooperatives.
- Must be receptive to changes deemed necessary and suggestions from peers.
- Must possess the highest degree of integrity, pleasant disposition and tact.
- Must believe in, be empathetic with, and be interested in furthering KEC's objectives.
- Must possess a current, valid Kansas driver's license.
- Ability to operate computers and associated programs, including Microsoft Office 365, at the level required to successfully perform the essential responsibilities of the position.

Work Environment:

Most of the normal duties will be performed inside, which will involve almost constant interaction with other employees, and/or the public with frequent interruptions. A substantial number of duties will be performed outside the KEC office.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is frequently required to use manual dexterity and often required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee must understand the need and be available for moderate in-state and occasional out-of-state travel by automobile or airplane. Occasional overnight stays are necessary for attending meetings.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor or the CEO.