

Opening Date: May 11, 2010

Closing Date: May 24, 2010

**JOB OPPORTUNITY**

**MISSOURI STATE HIGHWAY PATROL  
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION**

**TITLE:** CJIS Security Manager

**LOCATION:** General Headquarters  
Jefferson City, Missouri

**FACILITATOR:** Amanda Farley  
(573) 526-6334  
[amanda.farley@mshp.dps.mo.gov](mailto:amanda.farley@mshp.dps.mo.gov)

**DESCRIPTION:** The CJIS Security Manager position is assigned to the Missouri State Highway Patrol General Headquarters, Jefferson City, Missouri. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

**POSITION SUMMARY:** This position is responsible for highly technical, supervisory and administrative work in developing, directing and implementing an information technology (IT) security, network security and audit section within a large technical division.

An employee in this position is the Information Security Officer (ISO) for the State of Missouri, which includes ensuring/documenting technical compliance with the FBI's CJIS Security Policy. This position will be responsible for planning, coordinating and executing a security plan for the criminal justice information technology projects. This person is responsible for the implementation, direction and execution of a highly sophisticated security program for the agency, which monitors and affects a number of technical environments within the Information Systems Division. This person will be responsible for project plan development and management. This position requires frequent coordination and interaction with ISD, troops, divisions and other state, local and federal agencies, as well as vendors and contractors. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives. *(For a more detailed job description go to:*  
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/salarySchedule.html>*.)*

**QUALIFICATIONS:** Four years experience in the IT security management field plus extensive knowledge of electronic data processing audit procedures, including a CISA certification or commitment to become certified within one year of employment **AND** a minimum of two years supervisory experience **AND** graduation from an accredited four-year college or university required in one of the following fields: Computer Security, Computer Science, Computer Information Systems, Math, Accounting, Business Administration or closely related area, with a minimum of 15 hours of IT-related coursework

**SALARY RANGE:** (Semi-monthly) **CJIS Security Manager** \$2,314.50 - \$3,322.00

**APPLICATION PROCEDURE:** Individuals interested in this position must complete the Patrol's Application for Employment and submit official college transcripts (unofficial internet copies will not be accepted) prior to the application deadline of May 24, 2010. Resumes will not be accepted in lieu of the application. Applicants may obtain an application from the Patrol's website at [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov), or by contacting the facilitator listed above.

Individuals who have completed an application for a position within the last twelve months may request their application be pulled for consideration by contacting the facilitator for the vacant position. If an application is older than twelve months, the applicant must submit a new application.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application and resume through channels prior to the application deadline.

The interview board is tentatively scheduled for the week of June 7, 2010. The tentative start date for this position is within 30 days of the interview.

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Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

**NOTE:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations and/or candidate's possession of the knowledge, skills and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test, favorable background investigation, and the results of a medical or psychological testing, when required.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, age, disability status, or any other non-merit factor.

**\*\*\*Missouri State Highway Patrol\*\*\*  
General Headquarters  
1510 E. Elm Street, P.O. Box 568  
Jefferson City, MO 65102-0568  
Phone/TDD (573) 751-3313  
Fax (573) 751-9924**