

Reliance Trust

*Position Title:	Information Security Officer
*Location:	Atlanta, GA
*Position Type:	Full-Time/Permanent
*Compensation:	Salaried
*Start Date:	Immediate

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***JOB DESCRIPTION**

The Information Security officer (ISO) has enterprise-wide responsibility for ensuring the enforcement of information security standards and policies. This includes performing security evaluations, providing corporate awareness, handling incident response, and reviewing business continuity procedures. The ISO should continuously evaluate the existing standard and policies in order to maintain the protection of the confidentiality, integrity and availability of Reliance data.

***JOB REQUIREMENTS**

<p>Administration of the security program and risk assessment:</p> <ul style="list-style-type: none">▪ Evaluate standards and guidelines related to corporate security to safeguard the company's assets, intellectual property and computer systems.▪ Perform risk assessment of the information assets of the organization, which will define, identify, and classify critical assets, assess threats and vulnerabilities regarding those assets. <p>Monitoring, testing, and security reporting processes:</p> <ul style="list-style-type: none">▪ Monitor internal control systems to ensure that appropriate information access levels and security clearances are maintained.▪ Review the implementation and testing of security plans, products and control techniques.▪ Analyze, track and log security incidents and escalation of security events.▪ Provide senior management with regular status updates and reports. <p>Compliance & Communications:</p> <ul style="list-style-type: none">▪ Monitor compliance with the organization's information security policies and procedures among employees, contractors, alliances, and other third parties.▪ Monitor changes in federal and state regulations and accreditation standards affecting information security in addition to tracking changes in industry standards.▪ Oversee the corporate security awareness and training program. <p>Business Continuity</p> <ul style="list-style-type: none">▪ Maintain the enterprise business continuity plans to ensure accurate and available information.▪ Perform business continuity tests throughout the organization and evaluate continuity needs.	
Travel:	0-5%
Education:	BA/BS
Experience:	3-5 years
Certification:	Required: Desired: CISA

COMPANY INFORMATION

Please provide a description, background information, or website address for the company.

CONTACT INFORMATION

Job Reference:	ISO
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SPECIAL INTRUCTIONS: