



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Cyber Policy and Strategy Planner
Information Technology (IT)

OPEN: April 10, 2024

EXEMPT: Yes

SALARY: (11) \$34.94-39.35/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: IT

SUPERVISOR: Director

VACANCIES: 1

JOB SUMMARY: The Cyber Policy and Strategy Planner develops cyberspace plans, strategies, and policies to ensure organizational compliance with resolutions, statues, Executive Orders, and other directives, instructions, and special publications. Assist management ensuring compliance through metrics and development of required reports and briefings. Through government input, generate and present cyber related policies and metrics for government approval. Participating in working groups ensuring organizational equities are considered as part of policy development.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Develop policy, programs, and guidelines for implementation.
2. Establish and maintain communication channels with stakeholders.
3. Review existing and proposed policies with stakeholders.
4. Serve on agency and interagency policy working groups.
5. Promote awareness of cyber policy and strategy as appropriate among management and ensure sound principles are reflected in the organization's mission, vision, and goals.
6. Interpret and apply applicable laws, statutes, and regulatory documents and integrate into policy.
7. Analyze organizational cyber policy.
8. Assess policy needs and collaborate with stakeholders to develop policies to govern cyber activities.
9. Define and integrate current and future mission environments.
10. Design/integrate a cyber strategy that outlines the vision, mission, and goals that align with the organization's strategic plan.
11. Draft, present, and publish cyber policy.
12. Monitor the rigorous application of cyber policies, principles, and practices in the delivery of planning and management services.
13. Seek consensus on proposed policy changes from stakeholders.
14. Provide policy guidance to cyber management, staff, and users.
15. Review, conduct, or participate in audits of cyber programs and projects.
16. Support the Director of Information Technology in the formulation of cyber-related policies.

MINIMUM QUALIFICATIONS:

- BA/BS degree from an accredited college; preferred degree in Information Technology or Information Security area
- Certification in any of the following areas: Project Management Professional (PMP), A+, Network+, Security+, CISSP.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of computer networking concepts and protocols, and network security methodologies.
- Knowledge of risk management processes.
- Knowledge of laws, regulations, policies, and ethics as they relate to cybersecurity and privacy.
- Knowledge of cybersecurity and privacy principles.
- Knowledge of cyber threats and vulnerabilities.
- Knowledge of specific operational impacts of cybersecurity lapses.
- Knowledge of system and application security threats and vulnerabilities.
- Knowledge of the nature and function of the relevant information structure.
- Knowledge of applicable laws, resolutions, statutes, directives, and/or administrative/criminal legal guidelines and procedures.
- Knowledge of full spectrum cyber capabilities.
- Knowledge of strategic theory and practice.
- Knowledge of emerging technologies that have potential for exploitation.
- Knowledge of industry indicators useful for identifying technology trends.
- Knowledge of external organizations and academic institutions with cyber focus.
- Knowledge of current and emerging cyber technologies.
- Knowledge of Application Security Risks.
- Ability to determine the validity of technology trend data.
- Ability to develop policy, plans, and strategy in compliance with laws, regulations, policies, and standards in support of organizational cyber activities.
- Ability to leverage best practices and lessons learned of external organizations and academic institutions dealing with cyber issues.
- Skill in administrative planning activities, to include preparation of functional and specific support plans, preparing and managing correspondence, and staffing procedures.
- Skill in preparing plans and related correspondence.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check
- Must have no convictions of moral turpitude or felony and not have been convicted during the past year of a misdemeanor.
- No criminal behavior, on or off duty.
- Must always maintain strict confidentiality.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.