

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Cybersecurity Compliance Manager, ICT

Reports to: Manager, Information and Communications Technology

Status: Exempt

Pay: \$115,000 - \$135,000 annual

Schedule: 9/80 Work schedule (Every Other Friday Off)

General Description:

The Cybersecurity Compliance Manager is responsible for developing, implementing, and overseeing the Airport Authority's cybersecurity policies and procedures to ensure compliance with relevant industry regulations, standards, and laws, by conducting regular audits, risk assessments, and training programs to mitigate cyber threats and protect sensitive data; essentially acting as the guardian of data security within the organization by monitoring compliance with established security controls and addressing potential vulnerabilities.

Duties (Essential Job Functions):

- Conduct regular risk assessments to identify potential cyber threats and vulnerabilities across the organization's systems and data.
- Prioritize risks and develop mitigation strategies to address identified vulnerabilities.
- Monitor and track remediation efforts to ensure timely resolution of identified security risks.
- Perform periodic internal audits to assess compliance with established security policies and regulatory standards.
- Investigate security incidents and breaches, document findings and implement corrective actions.
- Coordinate with external auditors and federal regulatory agencies to facilitate compliance reviews and address any identified gaps.
- Develop and maintain up-to-date internal policies and procedures.
- Develop and maintain an incident response plan to effectively manage cyber security incidents, including breach containment and communication strategies.
- Lead the incident response team during security breaches to minimize damage and recover quickly.
- Support the organization with other tasks, as directed.

Minimum Qualifications:

- BS degree in Information Technology or related degree plus a minimum of five years of related experience preferred, or a combination of eight years of related work experience.

License and Special Requirements:

- Possession of a valid California Driver's license

- Obtain and maintain a security clearance as required by role and TSA regulations

Knowledge, Skills & Abilities:

- Understanding of cybersecurity frameworks and regulations, such as, NIST, ISO 27001, PCI DSS.
- Strong analytical and problem-solving skills to identify and address security issues.
- Experience with security tools and technologies, (firewalls, intrusion detection/prevention systems).
- Proven ability to manage projects and meet compliance deadlines without direct oversight and follow established operational procedures.
- Knowledge of principles and current trends in information technology and cybersecurity.
- Knowledge of design, installation, and maintenance of distributed client/server, and desktop computer systems.
- Ability to understand highly complex information technology systems and issues.
- Ability to recognize problems, develop recommendations and solutions, and oversee correction.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain integrity and discretion necessary to safeguard confidential data handled or obtained as a regular part of the job.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-H1ZGX5SNQ?source=HB-Website>