

# GRAND RIVER DAM AUTHORITY

## UNCLASSIFIED JOB ANNOUNCEMENT

**TITLE:** ASSISTANT SUPERINTENDENT - CIP COMPLIANCE

**EFFECTIVE DATE:** OPEN UNTIL FILLED

**DIVISION:** IT- ADMINISTRATIVE HEADQUARTERS, VINITA, OK

**PAY RANGE:** COMMENSURATE UPON EXPERIENCE

**HOW TO APPLY:** E-mail resume to [agoodpaster@grda.com](mailto:agoodpaster@grda.com)

**PURPOSE OF POSITION:** This is an unclassified (exempt) position. Provide detailed analysis, assistance and support to the Director of IT, to ensure that all applicable NERC CIP Standards are met. Assist with the execution of regulatory filings, and development/update of policy and procedure documents. Meet with members of various business units to ensure the successful execution of CIP regulatory audits.

**SUPERVISION RECEIVED:** Reports directly to the Superintendent – IT.

**SUPERVISED PERSONNEL:** None

**ESSENTIAL JOB FUNCTIONS:** Developing, administering and implementing NERC CIP related business processes, policies, procedures and standards.

Assists Director of IT and CIP Compliance Manager with reviewing, updating, publishing and archiving compliance policies, procedures and guidelines.

Works with Compliance Manager to ensure appropriate documentation is completed and retained.

Designing, maintaining and enhancing automated cyber security tests, evaluations and risk assessments.

Analyzing regulatory and/or legislative requirements for cyber security impacts.

Facilitate business and technical meetings to fully understand and document process and policy requirements, issues, changes, etc.

Works with stakeholders to ensure requirements are properly and clearly defined.

Participate in the coordination of internal and external compliance audits.

Perform other duties as assigned.

**EDUCATION, TRAINING, AND EXPERIENCE:** Bachelor degree in Information Systems, Business or other related technical field.

7-10 years experience working with systems and networks.

Experience in transmission operation and/or information security program focused on NERC CIP compliance is preferred.

Experience in developing policy, procedures and standards.

Working technical knowledge of, routers, switches, firewalls, VPNs, intrusion-detection systems, web filtering, anti-virus, patch management.

Working technical knowledge of network, PC, and server operating systems, including Windows, Linux and VMware.

A recognized certification in the field (e.g. SANS, CISSP) preferred.

Working technical Knowledge of TCP/IP and network administration/protocols.

Knowledge of network security and cyber security best practices.

Ability to work on multiple tasks and/or projects simultaneously.

Ability to work independently without supervision.

Must possess good communication skills both written and verbal.

Must possess the ability to write clear, comprehensive business documents.

Must be able to communicate effectively at all levels within the organization.

**PHYSICAL/MENTAL REQUIREMENTS:**

Must be able to walk, climb stairs, and sit for extended periods.

Ability to lift, move, and carry weights of up to 50 lb. on an irregular basis.

Should possess mental, visual, and auditory acuity for attention to visual and auditory detail.

**ENVIRONMENTAL CONDITIONS & SAFETY CONCERNS:**

Work is usually performed in an office environment with some outdoor excursions.

**JOB LOCATION:**

Work is performed primarily at the Administrative Headquarters in Vinita, Oklahoma.

Work may be performed at other GRDA facilities located throughout the northeastern quarter of Oklahoma.

Travel is required to meetings and seminars

Some overnight travel may be required.