



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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**Posting #:** NU 35.25

**Title:** Manager, I.T. Security

**Number of vacancies:** 1

**Job Code:** 5ISSAP

**Status:** Temporary Full Time (date of hire until June 2026)

**Employee Group:** Non-Union

**Wage:** \$89,748 - \$112,186 per annum (under review)

**Division:** Corporate Services

**Department:** Information Technology

**Reports To:** Director, Information Technology

**Location:** Simcoe, ON (combination of office and remote work as required)

**Posting Period:** August 1, 2025 – August 18, 2025

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### How to apply:

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/7882217F60>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)



**Basic Function:**

Responsible for security and resiliency of all Norfolk County IT related systems.

**Knowledge and Experience:**

- Three or four year University degree or Community College in computer science or technology studies, or equivalent. In addition to other courses and certifications as changing technology required.
- Over five years of experience to be familiar with scope of position, or equivalent previous experience
- Two years of experience in project management and/or supervising staff.

**Skills and Abilities:**

- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise regarding cybersecurity.
- Computer expertise in backup and resiliency technologies.
- Computer expertise in IT Network security protocols and frameworks such as NIST CSF.

**Position Description:**

- Maintain IT security standards regarding the protection of private and confidential information. Responsible for the investigation of any security breach.
- Responsible for offsite security information and event management (SIEM) contracted service.
- Responsible for all security assessments, audits and penetration testing provided by external contractors.
- Responsible for the retention of backup information of all corporate systems based on current retention periods.
- Manage all IT security projects which includes managing costs, quality, time, and risk.
- Continued review and assessment of various security procedures and provide continual reporting to the Director on any security vulnerabilities.
- Responsible for Norfolk County's IT disaster recovery plan and incident response plan including benchmarking and communication of the plans to all departments

and divisions.

- Supervise staff responsible for IT security.
  - Manage project work plans and review as appropriate to meet changing needs.
  - Assist in the development of policies and procedures related to information technology.
  - Provide backup support for all information technology functions.
  - Promote effective and appropriate use of information technology.
  - Provide progress reports at meetings.
  - Keep current on changes and innovative technology developments.
  - Participate in a rotating on-call schedule with other IT management to provide after-hours support for critical systems and services.
  - Perform other duties as assigned.
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.