

Town of Caledon

make a difference



Job Title: Specialist, Cybersecurity and Resilience

The Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Manager, Information Technology, the Cybersecurity and Resilience Specialist is a pivotal operational role dedicated to enhancing the organization's cybersecurity posture using the appropriate security tools and products, best practices, and following robust security operations processes and procedures. This role contributes to the development and execution of the enterprise-wide IT strategy and ensures its alignment with the enterprise's business strategy and the delivery of capabilities required to achieve business success. A significant portion of the job includes providing guidance based on the National Institute of Standards and Technology (NIST) Cybersecurity Framework and industry best practices related to IT Security and the development and delivery of the Town's cybersecurity training and phishing program, as well as the continuous updating and testing of the Town's resiliency and emergency management plans, including the Business Continuity Plan, Disaster Recovery Plan, and Incident Response Plan. This role also provides expert knowledge for securing the production environment against unauthorized access and integrity violations of the production network, of the business applications and their associated databases, and of the data under the IT custodianship, in strict compliance with the enterprise and business security policies. The role must be adept at developing and delivering training programs, managing vendor relationships, and ensuring compliance with cybersecurity best practices. Additionally, the role involves strategic thinking and the ability to communicate complex technical information to non-technical stakeholders.

As the Specialist, Cybersecurity and Resilience, you will perform the following duties, including but not limited to:

- Security Monitoring and Response: work closely with Network and Infrastructure team members and other IT staff to monitor and response to the detected security events; investigate the events and remediate it accordingly.
- Implement and support technical cybersecurity solutions.



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- Monitor and analyze security events across various IT systems to identify vulnerabilities and threats.
- Conduct cybersecurity reviews and assessments for new IT projects.
- Monitor and manage Endpoint Detection and Response (EDR) systems
- Develop, maintain and update standard cybersecurity documentation such as policies, principles, procedures, standards, etc. based on existing security controls and processes and industry best practices.
- Coordinate and support vulnerability and patch management policy and procedure to keep the information systems up-to-date and to improve the process. Identify and analyze vulnerabilities; assess the risks, test and apply patches, verify the remediation, and report the outcome. Make improvement on the process by automation.
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a professional with a post-secondary diploma in Information Security, Computer Science or closely related field. Our ideal candidate has a minimum of five (5) years related experience with Vulnerability & Compliance Monitoring Tools, Security Information, Event Management Systems, business continuity planning and experience with networking/network security in an enterprise environment and a minimum of 3 (three) years of direct experience in Cybersecurity Administration and operation, security patching, preferably in a municipal environment.

Information Technology Infrastructure Library (ITIL) Foundation certification is required. CompTIA certifications such as Security+, Cybersecurity Analyst (CySA+), Certified Business Continuity Professional (CBCP), or Certified in Risk and Information Systems Control (CRISC), in progress or willing to obtain.

The ideal candidate will have a demonstrated knowledge of Advanced End-Point protection, Advanced protection perimeter, networking concepts, Active Directory, DNS and SIEM and industry best practices and standards: CIS, ISO 27001, PCI, COBIT, NIST, and ITIL. We are seeking an individual who has excellent verbal and written communication skills with the ability to give, obtain and/or exchange routine information.

The successful candidate for Specialist, Cybersecurity and Resilience will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$106,444.72 to \$133,055.90 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 21st, 2026, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers



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If needed and upon request, this document can be made available in an alternative format.



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