



## Position Announcement 4/9/2019

Equal Employment Opportunity Statement:

It is the policy of MVB Financial Corp. (MVB) to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. MVB prohibits any such discrimination or harassment.

**Position: Information Security Manager**  
**Job Grade: M17**  
**Location: Reston, VA or Morgantown, WV**  
**Reports to: Director of Information Security**  
**Hours: TBD (Exempt Position)**  
**Posting Closes: 4/27/2019**

Please email resume and letter of interest to: [MVBHR@mvbbanking.com](mailto:MVBHR@mvbbanking.com)

### Primary Purpose:

#### I) JOB DESCRIPTION

The Information Security Manager position recommends security solutions, advises on systems and application-level security configurations, and investigates/mitigates security risks as required. This position also performs security monitoring, data/log analysis, content filtering and forensic analysis to detect security incidents, and provides expert incident response against the ever-increasing list of attacks to ensure the protection and compliance of Company systems and data assets.

#### II) DUTIES AND RESPONSIBILITIES

- Manages/administers the Company's day-to-day information security systems.
- Performs duties of the information Security Officer during their absence.
- Defines, maintains and enforces information security policies, processes, procedures, and standards.
- Identifies potential threats and risks and makes recommendations to mitigate these issues.
- Analyzes and assesses vulnerabilities in the Company's computing resources to demonstrate security control effectiveness.
- Manages and tracks risk mitigation efforts to ensure that risks are managed appropriately and in a timely manner.
- Has direct knowledge and working experience planning and testing business continuity and disaster recovery plans.
- Provides project support for both IT and business initiatives requiring security infrastructure and services.
- Maintains and tests the Company's security incident response plan
- Develops and promotes activities to create information security awareness with the organization.

- Assists with security investigation and computer forensic analysis as needed, respond to security emergencies both during and after business hours.
- Assists in maintains a technology and controls roadmap to address the ever-changing threat landscape.
- Follows industry best-practices for security incident, problem, and change management (ITIL).
- Reports on information security metrics to demonstrate control effectiveness.

### **III) EDUCATION AND WORK EXPERIENCE**

- Bachelor's degree in Computer Science or related field.
- CISSP desired or working towards CISSP.
- Another vendor-neutral security/IT Audit certifications a plus.
- 5+ years of progressively responsible positions in security operations and administration.
- Strong background in networking, security operations, process, solutions and technologies.
- Strong understanding of policy, compliance, and best practice security principles.
- Working knowledge of Linux, Windows Operating Systems.
- Must be able to multitask in a fast-paced environment with focus on timeliness, documentation, and communications with peers and business users alike.
- Information Security Manager should be results oriented, business focused, and successful at interfacing across multiple organizational units, at various levels...self-starter who is comfortable working as part of a highly-leveraged team.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.