

Job Title: Director of IT Operations & Data Security

Department: IT

Reports To: CFO

FLSA Status: Exempt

About Us

Founded in 1997, Vuzix (NASDAQ: VUZI) is a growing, dynamic company that specializes in the design, manufacture and sale of smart glasses and augmented reality (AR) technologies and products for the enterprise and consumer markets. Company products include wearable displays and computing devices that offer a portable, high-quality viewing experience for applications in augmented reality, digital information, utility, and entertainment.

Position Summary: Oversee the Company's information technology and data security systems, implement standards, policies, and best practices to protect the Company's interests and meet compliance requirements. Create and manage a security incident response plan, facilitate reporting and remediation. Take an active role in the design and management of information security aspects of the cloud-based enterprise-level solutions being developed by the new Integrated Solutions Business Unit (ISBU). Must be passionate about technology, securing data, and access to cloud applications and platforms and able to drive effective solutions while balancing competing needs and organizational priorities.

Essential Duties and Responsibilities:

- Day-to-day administration of internal IT systems and networks
- Work with senior management to determine acceptable level of risk for enterprise computing platforms
- Ensure all system platforms are functional and secure, meeting both internal corporate and external customer requirements and complying with all applicable regulations
- Implement appropriate data security protections; monitor and resolve any potential vulnerabilities and/or security incidents
- Manage system controls and organizational processes and procedures to ensure compliance with applicable data security and privacy laws and regulatory requirements
- Conduct periodic auditing, including internal/external penetration testing and vulnerability assessments
- Lead efforts on security communication, awareness, and training for Company employees
- Guide the design, development and deployment of customer offerings that involve data processing and access to or integrations with external IT systems, with a focus on limiting network security vulnerabilities and risks and meeting all relevant data privacy requirements
- Manage budgeting, forecasts and other financial aspects of information technology and data security resources, both organization-wide and with respect to ISBU customer offerings
- Advise senior leadership with respect to organizational strategy and improvements based on the Company's changing needs and priorities, industry developments and regulatory changes

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- **Written Communication** – Read and interpret written information effectively, write clearly and concisely, adapt writing style for different audiences.
- **Verbal Communication** – Give focused attention to what others are saying, take time to understand what is being said and respond when appropriate without interrupting, speak clearly and effectively express ideas and opinions, adapt and react professionally in both positive or negative situations.
- **Teamwork & Collaboration** – Balance team and individual responsibilities, consider others' views objectively and with openness to changing your own, give and encourage feedback, contribute to a positive team dynamic, prioritize team success over personal interests, work effectively across departments toward company goals.
- **Professionalism** – Interact with others in a considerate manner, follow through on commitments, react well under pressure and preserve confidentiality, control emotions, and accept responsibility, maintain focus on solutions and treat others with respect and consideration regardless of their status or position.
- **Motivation & Initiative** – Demonstrate persistence and ability to adapt to changes in daily workflow and overcome obstacles, ask for and offer help when needed, work independently when required, volunteer readily and look for ways to improve and create successful outcomes, positively contribute to overall work environment.
- **Respect & Integrity** – Treat people with respect, work ethically and with honesty and integrity, inspire the trust of others, demonstrate appreciation and sensitivity for cultural differences, help promote inclusion and understanding of the value of diversity, embrace differences and support a harassment-free environment.

Minimum Qualifications:

- Bachelor's degree in information systems or information technology
- 15 years of IT experience such as network management, technical architecture, or data management, with 8 years in an information security role
- Strong leadership skills and the ability to work effectively with all levels within the organization
- Self-motivated and driven to learn about new tools and concepts Experience with working in an Agile development environment
- Comprehensive understanding of cyber security techniques and industry practices
- Expertise in network management protocols and concepts (firewalls, proxies, IP Management, routing, DNS, Virtualization Technologies)
- Demonstrated experience with System Administration tools (configuration, patch management, server maintenance)

- Expertise managing Microsoft Active Directory, Office 365, CRM, and Azure Cloud Solutions
- Demonstrated implementation and auditing of business continuity, disaster recovery and backup infrastructure

Preferred Qualifications:

- M.B.A. or M.S. in information security a plus
- Certifications in CISSP or CISM
- Familiarity with applicable legal and regulatory requirements – SOX, HIPAA, GDPR etc.
- Knowledge of one or more programming languages (Python, Shell, Powershell, or Bash)
- Risk assessment and mitigation practices for integrating new applications with core services
- Experience in creating cyber security standards and implementing security best practices
- Knowledge of industry standard security frameworks (NIST, CIS Controls, ISO 27001)
- Experience with Jira or other workflow-based ticketing tool
- Knowledge of security incident response handling

Supervisory Responsibilities: This position will have supervisory responsibilities for the IT function generally, with one direct report supporting day-to-day IT operations to start.

Travel: Negligible

Physical Demands:

- Frequently required to sit, speak, hear, see, and perform repetitive motion (data entry).
- Occasionally required to lift or carry (10 lb. minimum). Reasonable accommodations will be made if possible.
- Work environment is open and collaborative

Other: All Vuzix personnel are required to have received an approved COVID-19 vaccine, subject to certain medical and religious accommodations.

Vuzix Corporation is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. We are committed to recruiting and employing the best talent available.