



Security Coordinator Associate

POSITION

Position will also be responsible for the administration of digital certificates and portal access across the organization. This position will assist in the implementation and administration of APM's SAS70 compliant business continuity and information technology security programs for the NSC and RTC's. Responsibilities include assisting the Security Manager with disaster recovery planning (including the development and conducting of emergency exercises) as well as security administration for application software and APM's internal and public websites.

KEY INTERFACES

Reports to: Security Manager
Direct Reports: None

REQUIRED QUALIFICATIONS

- Bachelor of Science in Business, Information Management, or related discipline preferred.
- Commodity trading experience preferred.
- Ability to effectively manage multiple projects with distinct attention to detail.
- Excellent written and oral communication skills

RESPONSIBILITIES

- Maintain APM Member and Customer digital certificates and portal access for all markets.
- Monitor application and website security and must be able to respond to security incidents and address user requests or inquiries on a 24X7 basis.
- Participate in security systems testing.
- Coordinate with OATI and RTOs/ISOs for maintenance and upkeep of certificate requirements.
- Participates in testing of business continuity related activities with NCEMC, WVPA and GRE's Elk River Facilities.
- Coordinate with outside consultants, vendors and emergency management agencies by attending meetings and coordinating on exercises related to business continuity, e.g., backup generators, off site document/tape storage, facilities management contacts and Member/customer emergency contacts.
- Participate in the planning, monitoring and execution of emergency exercises for the regional trading centers.
- Ensure integrity and confidentiality of sensitive data and appropriate access to APM applications and websites.
- Participate in the enhancement and expansion of APM's web-based solutions.
- Monitor Regulatory Compliance with NERC Cyber Security Standards.
- Travel as required.
- Will adhere to all APM corporate policies and comply with all APM regulatory requirements, including but not limited to NERC, FERC, and relevant state regulations, as applicable to this position

SALARY RANGE

Commensurate with experience.

LOCATION

East Regional Trading Center, Cary, North Carolina.