



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> Governance Cyber Risk & Compliance Officer	<b>Opening Date:</b> January 30th, 2026	<b>Application Deadline:</b> Open until filled	<b>Job #:</b> 260107
<b>Department:</b> Information Technology	<b>Starting Salary:</b> \$70,000 - \$75,000/Annual Salary	<b>Location:</b> Bastrop, TX	<b>Travel:</b> Moderate

## INTERNAL AND EXTERNAL JOB POSTING

**Brief Job Description:** The Governance, Cyber Risk & Compliance Officer is responsible for establishing, maintaining, and continuously improving the organization's cybersecurity governance framework, managing cyber risk, and ensuring compliance with applicable laws, regulations, and standards. This role bridges county business, IT, and security functions to ensure cyber risks are identified, assessed, mitigated, and communicated effectively. They are responsible for overseeing large, long range, or multiple complex projects regarding HIPAA, HITECH, CJIS, and NIST cyber security framework issues. This position develops project scope, human resource requirements, work plans, time schedules, communication plans, and makes work assignments to meet project or program objectives in accordance with the organization's goals. Build project plans that may cross functional areas of other County Departments. Work with project team members to ensure they are continually updated and assist in resolving issues or delays. Provide project stakeholders with clear and concise project actions, status, issue, and expense reports. This position meets with technology staff and third-party vendors to monitor the implementation of hardware and software installations or upgrades, as may include security and compliance related events. administrative staff.

**Knowledge, Skills and Abilities:** Strong knowledge of cybersecurity frameworks and standards, including ISO 27001/27002, NIST CSF, and COBIT; experience with risk assessments, audits, and compliance programs; and a solid understanding of data protection and privacy regulations (e.g., GDPR). Knowledge of CJIS Security Policies and Technical Audits, with the ability to solve highly technical problems. Ability to properly interpret, understand, and make decisions in accordance with applicable laws, regulations, and policies. Demonstrated ability to perform multiple tasks simultaneously in a timely manner, operate equipment and software required to perform essential job functions, and maintain a high level of attention to detail.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:  
[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

**Job Title:** Governance Cyber Risk and Compliance Officer

**Department:** Information Technology

**FSLA Status:** Exempt

**Reports To:** Cyber Manager

#### **SUMMARY:**

The Governance, Cyber Risk & Compliance Officer is responsible for establishing, maintaining, and continuously improving the organization's cybersecurity governance framework, managing cyber risk, and ensuring compliance with applicable laws, regulations, and standards. This role bridges county business, IT, and security functions to ensure cyber risks are identified, assessed, mitigated, and communicated effectively. They are responsible for overseeing large, long range, or multiple complex projects regarding HIPAA, HITECH, CJIS, and NIST cyber security framework issues. This position develops project scope, human resource requirements, work plans, time schedules, communication plans, and makes work assignments to meet project or program objectives in accordance with the organization's goals. Build project plans that may cross functional areas of other County Departments. Work with project team members to ensure they are continually updated and assist in resolving issues or delays. Provide project stakeholders with clear and concise project actions, status, issue, and expense reports. This position meets with technology staff and third-party vendors to monitor the implementation of hardware and software installations or upgrades, as may include security and compliance related events.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Cyber Manager. This position exercises discretion and independent judgment on matters of significance related to County cybersecurity risk, compliance, and governance. Assignments are received in the form of general objectives and employee is expected to define priorities and develop methods and routines.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Develop, implement, and manage cybersecurity policies, standards, procedures, and a governance framework aligned with business objectives and security strategy.
2. Identify, assess, monitor, and document cyber and information security risks; maintain the cyber risk register; conduct risk assessments for new systems, third-party services, and business initiatives.
3. Support threat modeling, vulnerability management, and risk-based prioritization; collaborate with IT and security teams to define, track, and execute risk treatment and remediation plans.
4. Ensure compliance with applicable laws, regulations, and standards (e.g., ISO 27001, NIST, GDPR, PCI DSS, SOC 2, and local regulations); monitor regulatory changes and assess organizational impact.
5. Plan and coordinate internal and external audits, assessments, and certifications; manage compliance evidence and documentation; serve as a primary point of contact for auditors, regulators, and assessors.
6. Support third-party cyber risk assessments and due diligence; review supplier security controls, contracts, and SLAs; track and manage remediation of vendor-related risks.
7. Prepare and present cyber risk and compliance reports to senior leadership; support security awareness and training initiatives; promote a risk-aware culture and identify opportunities for GRC process improvement and automation.
8. Performs related work or duties as assigned by supervisor.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.**

**NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Strong knowledge of cybersecurity frameworks and standards (ISO 27001/27002, NIST CSF, COBIT).

Experience with risk assessments, audits, and compliance programs.

Understanding of data protection and privacy regulations (e.g., GDPR).

CJIS Security Policies and Technical Audits

CISA, CRISC, CISSP, CISM

ISO 27001 Lead Implementer or Lead Auditor

Other relevant risk or compliance certifications

Bastrop County policies and procedures.

**Ability to:**

Conduct business with the public in a professional, courteous manner.

Establish and maintain effective working relationships with those contacted in the course of the job.

Demonstrate personal communication skills including effective telephone skills and public speaking.

Communicate clearly and concisely, both verbally and in writing.

Understand and follow verbal and written instructions.

Solve highly technical problems.

Properly interpret, understand and make decisions in accordance with laws, regulations and policies.

Perform multiple tasks simultaneously in a timely manner.

Function independently, exercise good judgment, manage multiple projects, and meet deadlines.

Work as part of a team.

Participates in the development and implementation of goals, objectives, policies, procedures and priorities.

Operate equipment and software required to perform essential job functions.

Work in a safety-conscious environment and to follow and promote good safety practices.

Handle exposure to potentially hostile individuals.

Maintain confidentiality of information always encountered in work activities.

Respond quickly and effectively to changing circumstances.

Complete routine business correspondence.

Provide attention to detail.

Quickly develop new skills.

Safely operate a motor vehicle.

NIMS Incident Command System Certification –within 1 year of employment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others.

Visual abilities include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds, such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficiently to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations.

Interpreting local, state and federal laws and regulations.

Effective interaction and communication with others.

Preparing clear and concise reports.

Learning and developing skills consistently with essential job functions; and

Make sound decisions in a manner consistent with essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

4 years of experience in Information Technology with at least 2 years of experience in overseeing projects in an IT capacity

Excellent organizational and time management skills, especially the ability to manage multiple concurrent tasks

Ability to transition services include transition planning and support, release/deployment management, service validation and testing, change management, service asset and configuration management, and knowledge management.

Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.

Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives

Possess excellent technical aptitude and a desire to learn constantly.

Self-starter who can manage complex projects with minimal supervision.

**Education:**

Bachelor's degree in information security, Computer Science, Risk Management, Law, or a related field.

Additional years of work experience can substitute for the education requirement.

**Licensing:****SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**Drug and Alcohol Testing:**

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

**Employment At-Will:**

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.