

Cyber Services Program

Information Security Job Descriptions

Get the Right People with the Right Skills for Cybersecurity Roles

Purpose of the Service

Hiring the right people to manage your organization's cybersecurity program starts with a clear, current job description. TML Risk Pool's Cyber Squad will review your existing information security-related job descriptions to help ensure they reflect modern cybersecurity roles, responsibilities, and qualifications. We can also help Members draft new descriptions from scratch.

What's Included

- A review of current job descriptions related to IT or cybersecurity roles
- Recommendations to align with best practices and evolving threats
- Sample language for optional qualifications, relevant certifications, and experience levels
- Suggestions for modernizing responsibilities and role expectations

What You'll Receive

- A redlined or marked-up version of your submitted job description(s)
- Suggested updates that reflect cybersecurity hiring trends and public-sector needs
- A better foundation for attracting qualified, security-conscious candidates

Who Should Participate

- HR staff, department heads, or hiring managers responsible for recruiting IT or cybersecurity personnel
- City managers or leaders building a new cybersecurity role or updating outdated descriptions

Time Commitment

- Approximately 30–60 minutes for consultation and follow-up review
- Scheduled at your convenience with TML Risk Pool Cyber Services staff

Cost

- This service is provided at **no cost** for TML Risk Pool Members with cyber insurance from the Risk Pool.

Request This Service

Contact the TML Risk Pool Cyber Squad: cybersquad@tmlirp.org or speak with your assigned Risk Management Advisor