SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

ADMINISTRATOR, Information Security Officer

QUALIFICATIONS

- Bachelor's Degree in Cybersecurity, Computer Science, Information Technology, Engineering, or a related field and three (3) years of work experience in information technology/systems analysis and network security **OR** High School Diploma, equivalence or Florida Special Diploma and ten (10) years of work experience in information technology/systems analysis and network security with at least two (2) years of supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES

- Broad experience in computing, application, and network systems, including information technology security.
- Ability to design and develop assured, secure computer systems for medium to large organizations.
- Ability to select and/or design and deploy security-related initiatives.
- Working knowledge of current and pending laws and regulations related to data privacy in a learning organization.
- Proficiency in Windows Server operating system management.
- Proficiency in Microsoft Hyper-V and VMWare server virtualization management.
- Proficiency in Microsoft Active Directory management of multi-domain environment.
- Experience with implementing Security Incident & Event Management (SIEM) solutions and interpreting security events.
- Experience with scanning tools such as Wireshark, Nmap, Nessus, and Metasploit.
- Ability to educate organization on proper measures and behaviors necessary to protect data and information technology systems in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO   Chief Technology Officer
SUPERVISES   Assigned Personnel

POSITION GOAL

To manage and monitor information technology (IT) and data security through the use of current and emerging security technologies and to create and maintain a healthy culture of security awareness throughout the organization.

PERFORMANCE RESPONSIBILITIES

1. *Evaluate current and future instructional and operational technology systems from a cybersecurity and data privacy lens.
2. *Manage the development and implementation of global network and data security policies, standards, guidelines, and procedures.
3. *Work closely with internal and external clients to gather cybersecurity information and/or data privacy objectives through gap analysis and lead teams in collaborative problem solving to close identified gaps in these areas.

4. *Conduct regularly scheduled internal and external vulnerability tests of the organization's information technology (IT) resources, as well as assessment of awareness.
5. *Conduct forensic investigations of organizational assets, as requested by the Human Resources Department.
6. *Facilitate a climate of collaboration and problem solving across all units within the organization.
7. *Mitigate cybersecurity threats and educate all users of best practices for protecting personal data.
8. *Define system security and control procedures, develop, and maintain emergency procedures for incident responses to cyberattacks and data loss events.
9. *Organize and monitor security projects and manage assigned resources.
10. *Provide verbal and written responses to audits of information technology (IT) security controls.
11. Perform other duties as assigned by the Chief Technology Officer or designated supervisor.

Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Forensic Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Sedentary Work   Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting   Resting with the body supported by the buttocks or thighs.
Finger Dexterity   Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions   Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking   Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity   The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors   The worker is subject to inside environmental conditions. There is a protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES		FLSA		BOARD APPROVED
AO-07-E $75,863 - $116,260	PeopleSoft Position	TBD	☐ Applicable		**April 28, 2020**
District Salary Schedule	Personnel Category	02	☒ Not applicable	Previous Board Approval	**December 19, 2017**
Months 12	EEO-5 Line	06			
Annual Days 258	Function	7750			
Weekly Hours 37.5	Job Code	2105	ADA Information Provided by	Tom Condo	
Annual Hours 1935	Survey Code	77209	Position Description Prepared by	Tom Condo	

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.