SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

SPECIALIST, Network Operations

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, or a related field **OR** High School Diploma, equivalence, or Florida Special Diploma and a minimum of three (3) years of related work experience in programming/systems analysis.

KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of Microsoft Windows server and UNIX/Linux operating systems.
- Working knowledge of network hardware and software.
- Working knowledge of anti-virus and anti-malware programs
- Working knowledge of Active Directory User Controls (ADUC).
- Working knowledge of Office 365 Exchange Admin.
- Programming experience using compiled languages and/or Windows batch scripts.
- Experience with security audits and penetration testing.
- Ethical Hacking or other security certifications are a plus.
- Use of digital data collection software is a plus.
- Ability to provide application support 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   Supervisor, IS Operations
SUPERVISES   No Supervisory Duties

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. *Ensure all district servers and applications are properly secured from internal and external threats.
2. *Examine security logs on a routine basis for any anomalies.
3. *Ensure the findings from security audits are properly implemented.
4. *Manage Office 365 and make changes in accordance with security policies and change control procedures.
5. *Assist with security patching of servers/clients throughout the district.
6. *Assist with management of DHCP services.
7. *Provide backup Virtualization environment support.
8. *Provide technical application support for wireless network administration.
9. *Provide backup Windows system administration.
10. *Assist in internal and external penetration testing of district applications.
11. *Coordinate with third party vendors in problem resolution, research, maintenance, and testing of security products.
12. Perform other duties as assigned by the Supervisor, IS Operations.
*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Network Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Light Work   Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of are and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

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 writs, 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 protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES		FLSA		BOARD APPROVED
AS-E **$52,495 - $93,223**	PeopleSoft Position	TBD	☒ Applicable		**April 28, 2020**
District Salary Schedule	Personnel Category	14	☐ Not applicable	Previous Board Approval	**October 12, 1999**
Months 12	EEO-5 Line	44			
Annual Days 258	Function	7750			
Weekly Hours 37.5	Job Code	1684	ADA Information Provided by	Tom Condo	
Annual Hours 1935	Survey Code	77210	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.