Seminole County Sheriff's Office

SECURITY ADMINISTRATOR

Class Spec Code: 1090
Established Date: 01/03/2017
Last Revised Date: 01/26/2022
Effective: 01/26/2022

Salary Range

$23.90 - $38.30 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Highly technical work responsible for overall security of the Sheriff’s Office systems, servers, and network.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Reviews audit logs and monitors network traffic to defend against risks both internal and external.

Conducts internal security audits and testing.

Ensures compliance with agency policies, national security standards and best practices.

Trains agency personnel on security procedures.

Creates and implements network security policies, application security, access controls and agency data safeguards.

Performs system administration on servers and systems in support of area of specialty.

Maintains documentation, diagrams, and schematics as required to support operations.

May be asked to participate in various regional and state cybersecurity workgroups.

Provides technical support as required including troubleshooting complex problems involving various systems or networks.

Develops, implements, and enforces division policies and procedures to insure information integrity.

Prepares standard operating procedures for functions within area of specialty.

Minimum Qualifications

- Bachelor's Degree in Information Technology, Cyber Security, Computer Science or closely related field
- Four (4) years of progressively responsible work experience or an equivalent combination of training and experience.
- CompTIA's Security+, CISSP, CEH or similar certification desired
- Must possess and maintain a Florida Driver’s License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Detailed knowledge of compliance standards such as the Health Insurance Portability and Accountability Act, the Federal Bureau of Investigations Criminal Justice Information Systems Security Policy or Federal Risk and Authorization Management Program; experience running common vulnerability scanning and penetration testing tools and techniques; ability to develop scripts in order to protect against network attack.
Ability to organize and interpret complex audit logs and understand a variety of operating systems and applications; to work independently with little supervision; to present technical ideas to users and other personnel clearly and concisely, both orally and in writing; to establish and maintain effective working relationships with departments, subordinates and superiors.

WORKING CONDITIONS
The work environment for this position is in an office atmosphere. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS
Mobility-Mostly sedentary work but some standing and walking; constant use of a computer.
Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work.
Dexterity-Frequent repetitive motion and reaching.
Emotional/Psychological- Frequent public contact; decision-making and concentration.
Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime.