

**OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LAKE COUNTY, FLORIDA
POSITION DESCRIPTION**

JOB TITLE: Security Administrator

SALARY RANGE: \$48,243-\$89,622

JOB SUMMARY:

Under the general direction of the Information Security Manager, performs a variety of duties relating to information systems access controls including installing, administering, and troubleshooting the organization's security and network solutions. This position is classified as exempt from the overtime provisions of the Fair Labor Standards Act; however, if the salary paid is below the Federal threshold, the employee will be considered non-exempt and will be paid applicable overtime wages.

ESSENTIAL DUTIES:

- Identifies threats to information systems and networks; working to defend against unauthorized access, modification, or destruction.
- Configures security systems such as firewalls, antivirus, and IDS/IPS software.
- Conducts security audits and makes policy recommendations.
- Installs, configures, monitors, supports, and maintains LAN/WAN and wireless infrastructure, server and network hardware, software, and applications.
- Monitors network traffic for suspicious behavior and responds accordingly.
- Manages user account access to software applications, network resources, and maintains associated records.
- Coordinates network security policies, application security, access control and organization data safeguards.
- Develops and maintains information security policies and procedures.
- Maintains technical security knowledge by attending educational workshops and reviewing security publications and best practices.
- Trains staff in security awareness and procedures.
- Performs other duties of a similar nature/level.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Computer Science or Information Security or a related field from an accredited college or university.
- Two years of related experience.
- Valid Florida driver's license.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of Information Technology Infrastructure Library (ITIL) framework.

- Knowledge of security applications to include firewalls, endpoint protection, SEIM, and antivirus.
- Knowledge of information security to include hacking theory, application and hardware vulnerabilities, and security practices.
- Knowledge of current security technologies and practices.
- Skill in networking protocols, LAN/WAN, and wireless connectivity.
- Skill in Windows-based client and server operating systems.
- Skill in analytical thinking to assess data, formulate plans and make recommendations.
- Skill in organizing and prioritizing work.
- Skill in project management.
- Skill in the operation of computer software and hardware sufficient to enter, retrieve, and manipulate data.
- Ability to analyze data and prepare reports.
- Ability to fluently read, interpret, speak, write, and understand the English Language.
- Ability to interact professionally and maintain effective working relationships with superiors, co-workers, customers, and others.

PHYSICAL ACTIVITIES:

- Climbing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Carrying, Repetitive motions.

PHYSICAL REQUIREMENTS:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

VISUAL ACUITY:

- The worker is required to have close visual acuity to perform an activity, at distances close to the eyes, such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or using measurement devices.
- The worker is required to have visual acuity to operate motor vehicles (when required).
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This position description has excluded the marginal functions of the position that are

incidental to the performance of essential job duties. All duties and responsibilities are essential job functions. Requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.