Position Title: Information Security Administrator  
Department: Election Systems  
Issue Date: 6/29/2022  
Closing Date: Open until filled  
Salary: $80,000 - $90,000  
Inquiries: Please send resume and cover letter to (email: alan.ortega@voteosceola.com)

Under supervision from the Director of Election Systems, the Information Security Administrator will perform technical and analytical work related to information security to protect the confidentiality, integrity and availability of information and computer systems used by the Supervisor of Elections Office. Employee is expected to have knowledge of Microsoft operating systems and infrastructure software, virtualization, storage area networks (SAN), security administration and LAN/WAN infrastructure technologies.

The Information Security Administrator is also responsible for management of the Election Management System for the Voting System solution employed by the Osceola County SOE. Election related tasks such as election database programming, ballot creation, results receiving, and results reporting are handled through the Election Management System.

**ESSENTIAL JOB FUNCTIONS:**  
(These essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

- Initiates, facilitates and promotes activities to create information security awareness within the organization.
- Participates in finding and evaluating necessary tools and processes that help protect the organization information assets.
- Perform vulnerability scanning and remediation.
- Maintain Endpoint Configuration Manager (Intune)
- Monitors network traffic and diagnoses security issues.
- Performs review and analysis of aggregated SIEM logs.
- Performs system management on security control software and appliances.
- Performs a variety of record keeping duties; manages and maintains security record keeping.
- Documents and submits security reports.
- Assists in the documentation of network and system architectures from a security perspective.
- Assists management and other IT staff in developing policies and procedures and recommending equipment configuration. e.g., security access and control, database administration.
- Advise management on situations that may require additional client support or escalation.
- Provide technical support during and after normal work hours when necessary.
- Participates in information technology projects to ensure that they are successfully delivered on time keeping all stakeholders consistently informed of the status, risk and issues.
- Coordinate with vendors, technical staff, other departments and/or government agencies (e.g., DHS, FBI, CIS).
- Consistently provides excellent customer service.
- Receives, prioritizes and responds to requests (helpdesk tickets) from other staff and clients, while communicating status of the requests to all parties and establishes a service level expectation with them.
- Responsible for creating and maintaining records and reports on elections equipment inventory (asset tracking).
- Responsible for ballot creation and testing.
- Responsible for tabulation and results reporting during elections.
- Responsible for setup of voting equipment and computer systems at polling locations.
- Assist with maintenance & troubleshooting of all office computers and equipment
- Assist with various IT functions (Network, Servers, Software, Databases, Helpdesk)
- Assist with the maintenance, repair, and testing of voting system equipment.
- Assist with training of employees on IT policies and procedures.
- Assists in instructing elections officials and other groups regarding use of voting equipment.
- Assists other Election Services staff with various duties as assigned.
- Handles special projects and other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:
- Associates Degree in Information Systems, Computer Science, Computer Technology or related field.
- COMPTIA Security+ Certification
- Three (3) or more years of progressively knowledgeable, responsible and skilled experience in a technology related role.
  *(A comparable amount of education, training, or experience may be substituted for the minimum qualifications.)*

DESIRED EDUCATION AND EXPERIENCE:
- ISC2 Security Certified Practitioner (SSCP) or GIAC Security Essentials (GSEC) or similar certification.
- Two (2) Years of professional experience in any of the following areas:
  - Information Security Auditing
  - Project Management
  - Firewall Support
  - Vulnerability Management
  - Penetration Testing
  - Malware/Virus Investigation
  - Forensics of ESI Material
  - SIEM Log Management
  - IPS/IDS
  - HIPAA Compliance
  - Microsoft Windows Server Support
  - Encryption
  - Server Administration
  - Network Engineering
  - Physical Security Access Control Systems

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
- Basic knowledge of the principles and practices of information security as it applies to regulated agencies.
- Basic knowledge of the principles and methods applied to information technology infrastructure planning, implementation and management.
- Basic knowledge of the various other technical disciplines of the industry, e.g., web administration, desktop support management, database administration, system analysis, enterprise applications administration.
- Basic knowledge of regulatory standards and legislation affecting public sector management of information systems and information technology administration.
- Ability to troubleshoot, diagnose and resolve potential and real operational and system deficiencies to ensure continued and non-disrupted service to system users.
- Ability to perform research, compile data and summarize statistical data and information.
- Interpersonal planning, management and professional communication skills (verbal, in writing, presentations).
- Ability to organize work, establish priorities, meet established deadlines and follow up on assignments with minimal direction.
- Ability to establish and maintain effective working relationships with employees, department heads, public/private sector contacts and County IT.
- Possess general knowledge of preventative maintenance, repair, and safety precautions.
- Skill in reading and interpreting technical journals, trade journals, industry specific periodicals, product/manufacturer specifications and related technical information and data.
- Ability to analyze, implement, maintain and repair new technological hardware, software and programs.
- Possesses strong, thoughtful and proactive attention to detail with a self-starting attitude.
- May require significant walking/standing.
- If mostly sitting is involved will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceived sound by ear.
- Good eyesight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping and reaching.
- Required to have clear vision at distances of self and others.
- Ability to lift and carry equipment and boxes of material weighing 30 – 40 pounds.
- Must possess and maintain a valid Florida Driver’s License.
- Must be a registered voter in the State of Florida prior to appointment.

MANDATORY SPECIAL REQUIREMENTS:
Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned.

WORKING CONDITIONS: Office Environment; Some Field Work