COLLIER COUNTY, FLORIDA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: **IT SECURITY SPECIALIST**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide technical support to the Supervisor of Election's information systems network with a focus on cybersecurity. Work involves installing, maintaining and troubleshooting network hardware, software and related peripheral equipment; monitoring network operations; managing user access and accounts; performing database management duties; and providing user training.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages network security devices including, but not limited to, firewalls, security appliances and intrusion detection systems.

Monitors the network to ensure it is operating effectively and efficiently. Ensures network security, availability, and performance. Actively communicates with team members when an issue is identified and resolves the issue.

Manages network backup and recovery software.

Researches new security technology and makes recommendations based on best practice and industry standards.

Maintains user accounts, access and rights. Audits user accounts on a monthly basis.

Operates a personal computer, computer network hardware, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of network operating and administration software, word processing, spreadsheet, database, or other system software.

Performs elections tasks to include, but no limited to, tabulation of ballots, testing of ballots and auditing of ballots.

Works varied and extensive hours during the election cycle.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree with course work emphasis in computer science and network administration preferred; supplemented by two years of experience performing network administration work or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Current industry certifications such as Security+, CEH, GSEC, or CASP+ preferred, but not required. Experience with virtual environments is a plus.