



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### IT SECURITY ANALYST

**Department:** Information Technology  
**Pay Grade:** 110  
**FLSA Status:** Exempt  
**Job Class:** 3080  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for the continual design, implementation, and oversight of enterprise security for Marion County systems.

#### ESSENTIAL JOB FUNCTIONS

- Plans, implements, and upgrades security measures and controls. Maintains and monitors security access and physical controls.
- Protects digital files and information systems against unauthorized access, modification, or destruction.
- Manages firewalls, intrusion detection, and prevention systems. Defines, implements, and maintains corporate security policies.
- Analyzes security breaches to determine their root cause(s).
- Researches, recommends, and installs appropriate security tools and countermeasures.
- Coordinates security plans with outside vendors.
- Recommends security enhancements to management or senior IT staff.
- Stay current on the latest methods attackers are using to infiltrate computer systems and on IT security.
- Researches new security technology to determine what will most effectively protect the organization.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position occasionally functions as a lead worker for a small (one or more) group of employees. Provides guidance, assistance, review of work product, resolution of work problems, and work direction.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's Degree in Information Technology, Cybersecurity, or equivalent; and one (1) year minimum, three (3) years' preferred, progressively responsible experience in systems administration and analysis in a diverse enterprise computing environment; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries, complaints from customers, regulatory agencies, or members of the business community.
- Ability to write reports, business correspondence, procedure manuals and detailed system diagrams.
- Ability to effectively present and communicate technical concepts to both technical and non-technical audiences including top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and diagrams.
- Ability to deal with a variety of abstract and concrete variables.
- Ability to function independently and in group settings as an expert in matters of specialized policy, analyses, or complex technical systems.
- Knowledge of various computer platforms and operating systems as adopted by the County.

- Knowledge of various enterprise level systems and ability to convey computing concepts effectively to non-technical users.
- Knowledge of firewalls, proxies, antivirus, and IDS/IPS concepts.
- Knowledge of the principles and practices of security management.
- Knowledge of patch management with the ability to deploy patches in a timely manner while understanding business impact.
- Ability to identify and mitigate network vulnerabilities and explain how to avoid them.
- Ability to manage multiple concurrent projects and priorities.
- Ability to quickly assess and resolve issues.
- Ability to effectively and tactfully communicate with department officials and other administrative personnel.
- Ability to organize material, analyze information, and develop recommendations.
- Ability to express complex concepts and technical matters clearly and concisely in both oral and written formats.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team.

**PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to moving mechanical parts; fumes, gases or odors; toxic/caustic substances, and risk of electrical shock.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.

Updated: 8/2022