HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Information Technology Security Administrator

Job Code: U8812
Pay Grade: UJ
Pay Scale: $99,903.24-$149,854.86 Annually
Exempt: Yes

OVERVIEW

Analyze, implement, update, and support all activities related to the availability, integrity, and confidentiality of employee, arrestee, inmate, and business information in compliance with the law enforcement agency's security policies and procedures, regulations, and law.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide gap analysis between security policies/standards/regulations and practices, processes, and solutions; recommend actions to the agency.
- Assist in establishing, documenting, and managing processes and supporting tools used to accomplish information technology (IT) compliance with regulatory and best practice security and compliance frameworks (e.g., Criminal Justice Information Services (CJIS), Statement on Standards for Attestation Engagements no. 16 (SSAE 16), International Organization for Standardization (ISO 27001)).
- Work with agency and information technology (IT) owners to establish priorities for process improvements to remediate or mitigate risk.
- Execute problem determination and resolution for security gaps.
- Assist agency functions in the event of incidents or breaches.
- Train and assist security administration functions when necessary.
- Interact with other IT staff/agency personnel in meetings to enhance the understanding security issues and discuss solutions.
- Assist with IT asset security control coverage and metrics reporting regarding security and compliance data using existing tools as appropriate.
- Assist with threat and vulnerability management processes and tools.
- Review and respond to all system logs, alerts, and notifications from agency systems.
- Monitor and verify that all Sheriff's Office systems receive security patches and updates in a timely manner.
- Conduct periodic security assessments and tests to develop action items.
- Monitor and respond to cybersecurity intelligence and alerts from a variety of sources.
- Prepare automated and ad hoc reports and/or interpret data from various security sources (e.g., eSet, Proofpoint, Checkpoint, Active Administrator).
- Assist with application meta-data inventory, mapping, and the development of data flow process documentation.
- Assist in monitoring critical vendors.
- Promote activities to foster information security awareness within the organization.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of project management and change management.

- Working knowledge of networking, database design, programming, and scripting.
- Working knowledge of products, platforms, systems, and/or processes supported and integration with other systems and processes.
- Working knowledge of standards and information security policies in law enforcement and related areas.
- Working knowledge of security sources (e.g., eSet, Proofpoint, Checkpoint, Active Administrator).
- Working knowledge of industry specific, law enforcement regulations appropriate for the agency supported (e.g., CJIS, ISO2700).
- Working knowledge in more than one security domain with broad knowledge of other security domains.

SKILLS

- Security Configuration
- Security Risk Assessment
- Vulnerability Assessments
- Information Security Risk Management
- Security Audit

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Seven years of experience in administering security controls in an organization.
- Four years of experience in project and change management.
- Four years of experience in networking, database design, programming and scripting, or server administration.

OR

- An associate degree from an accredited institution of higher education in a technical field.
- Six years of experience in administering security controls in an organization.
- Three years of experience in project and change management.
- Three years of experience in networking, database design, programming and scripting, or server administration.

OR

- A bachelor’s degree from an accredited institution of higher education in a technical field.
- Five years of experience in administering security controls in an organization.
- Two years of experience in project and change management.
- Two years of experience in networking, database design, programming and scripting, or server administration.

OR

- Four years of experience in a Hillsborough County Sheriff’s Office Information Services

Division position.

ADDITIONAL JOB REQUIREMENTS

- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face. Tattoos on hands, neck, or arms may be required to be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 24 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation including polygraph; reference, employment, neighborhood checks; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience with public safety and/or law enforcement environments.
- Certification as a Certified Information Systems Auditor (CISA), Certified Information Systems Security Professional (CISSP), Global Information Assurance Certification (GIAC) and/or other related professional designation(s).