

Summary - Position Overview

Security/Network Engineer performs professional and technical work related to the management of IT security policies, planning, development, implementation, training, and support for all agencies and constitutional units consisting of the Clerk of Circuit Court, Office of the Sheriff, and Office of the Property Appraiser. The position is located within the Clerk's Office, Information Technology Department and will be providing support to elected officials of the above mentioned entities, on all matters regarding IT security strategy, and implementation of IT security protocols, policies, procedures, and systems. Candidate shall have periodic travel within and outside Suwannee County Florida. This position reports to the IT Manager of the Clerk of Circuit Court and has responsibility for fulfillment of statutory as well as administrative code mandates. If interested, please contact vickys@suwgov.org for any further information.

Responsibilities

- Operational responsibility and design for the architecture of telecommunications systems, services and or other provider relationships.
- Serve as a liaison with members of the fore mentioned Constitutional units to integrate security into the system development lifecycle. Facilitate project meetings, educate project stakeholders about security concepts, and create supporting methodologies and templates to meet security requirements and controls.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and make recommendation on enforcement of said measures. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments. Participate in periodic audits, assessments and evaluations of security measures as required.
- The Security/Network Engineer will collaborate with IT Staff on:
 - Review and evaluation of technology security programs, including automation, telecommunications, and other technology utilized by Constitutional Units. Promote and support security services available within Suwannee County, Florida.
 - Securely designing, implementing, maintaining, or modifying information technology systems and networks that are critical to the operation and success of all entities represented by the Constitutional Units. Perform research to identify potential vulnerabilities in, and threats to, existing and proposed technologies, and notify the appropriate managers /personnel of the risk potential.
 - The development and maintenance of local security policies and guidance, the remediation of identified risks, and the implementation of security measures.
 - The development, analysis, and evaluation of new and innovative information

technology concepts, approaches, methodologies, techniques, services, guidance, and policies that will constructively transform the information security posture of all entities under the Constitutional Units. Make recommendations regarding best practices and changes needed in policy.

- The implementation of security on information systems and the generation of security documentation for system authorization and operation. As well as information security projects to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule. Prepare justifications for budget requests. Prepare special management reports as needed.
- The analysis of emerging Information Technology requirements, evaluation of suppliers and partner's ability to perform in accordance with technology proposals and make recommendations for approval of information technology procurements.
- Assisting the Constitutional Units in developing policies and procedures to ensure information systems' reliability, survivability and to prevent and defend against unauthorized access to systems, networks, and data.
- Creating and employing methodologies, templates, guidelines, checklists, procedures, and other documents to establish repeatable processes across the Suwannee County information technologies security services.
- Establishing mechanisms to promote awareness and adoption of security best practices.

Organizational Relationship

This position is jointly shared and funded by members of the Constitutional Units. The day-to-day reporting relationship for purposes of management will be overseen by the Clerk of the Circuit Court. Each of the elected officials may deal directly with the Security/Network Engineer to provide policy guidance and direction on IT Security initiatives or projects relevant or unique to their specific agency and constitutional unit. The incumbent will also be available to work on security projects impacting each of the agency and constitutional units independently.