

Election Specialist- IT Technician & Security Specialist

Salary- \$16.63 – \$19.33 hourly
\$34,590 - \$40,206 Annually

Issue Date: Monday, July 12, 2021

Closing Date: Friday, July 30 (or until filled)

Cover letter, Resume', and Application (available on the website) should be sent to:

Escambia County Supervisor of Elections Office
ATTN: Sonya Daniel, Deputy SOE
P.O. Box 12601
Pensacola, Florida 32591-2601
or hand-delivered to: 213 Palafox Place 2nd Floor, Pensacola, Florida 32502

Description

This position coordinates IT security policies and practices, provides technical expertise, conducts risk assessments, serves as the SOE liaison with related agencies, provides technical support with elections and GIS systems, and assists in the maintenance of office equipment and software.

Examples of Duties (These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.)

1. Coordinate the development of information security and other policies, standards, procedures and processes. Work with the staff and data custodians in the development of such documents. Ensure that SOE policies support compliance with external requirements.
2. Coordinate the development and delivery of an education and training program on information security for employees and other authorized users. Coordinate with Deputy SOE Admin to document security training in the employee's file.
3. Develop physical and digital security procedures and implement an ongoing risk assessment program targeting information security; recommend methods for vulnerability detection and remediation and oversee vulnerability testing.
4. Maintain an inventory of all sources of PHI and PII; Identify and document risks associated with these sources.
5. Serve as the security contact with respect to all Local, State and Federal information security policies and regulations. Prepare and submit any required reports to external agencies.
6. Develop and implement an Incident Reporting and Response System to address any related security incidents, including defining what incidents require responses and what level of

response is needed based on the finding of the Risk Assessment. Respond to alleged policy violations or complaints from external parties.

7. Serve as the SOE contact point for information security including relationships with law enforcement entities.
8. Keep abreast of the latest security legislation, regulations, advisories, alerts and vulnerabilities pertaining to the SOE office.
9. Be knowledgeable of and document the technical aspects of the SOE network showing how all FVRS related equipment is connected to the SOE network and to the State.
10. Ensure that all procedures are carried out in accordance with Election Laws, office policies and procedures.
11. Performs all technical aspects of the Voter Registration software.
12. Assists Office personnel in coordination of information requested by courts, agencies, candidates, and public in the absence of the SOE.
13. Assist with the GIS program involving the maintenance of precinct Lines and Boundaries.
14. Performs any computer programming and technical requirements with the approval of the appropriate supervisor.
15. Prepares technical supply requests routing all requests through the SOE for approval.
16. Trains permanent and temporary employees in assigned technical duties. Identify training opportunities as needed.
17. Provide exceptional Customer Service.
 - a. Ability to deal with the public, with clear expression in English.
 - b. Clear and concise rapid response to the public is required regarding all office matters.
 - c. Ability to answer questions from the public pertaining to elections, registration requirements, voting procedures, etc.
18. Performs other related work as assigned.

Typical Qualifications

Minimum Qualification Requirements:

Bachelor's Degree in Information Security or Business Administration or related field.

1. Minimum 2 years experience in information security, business system analysis or information technology or related field; or an equivalent of combined education and/or experience sufficient to successfully perform the duties of the job such as is listed above.
2. Certification by an industry recognized organization e.g. Microsoft, Cisco, CompTIA, ISC2, SANS is preferred.

Knowledge, Skills, Abilities, and Other Characteristics (KSAOs)

Knowledge of:

industry standards and frameworks, including National Institute of Standards and Technology (NIST), Payment Card Industry Data Security Standard (PCI), International Organization for Standardization (ISO), Open Web Application Security Project (OWASP), and Control Objectives for Information and Related Technologies (COBIT)

standard office practices, procedures, and policies

personal computers, operating systems, and related software applications network devices, multiple operating systems, and secure architectures

SIEM technologies and their operation

Demonstrated Skill in:

reporting and reporting tools

organization

customer service

performing analysis

written and oral communications

interpersonal relations as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Ability to:

deal with the public with clear expression in English

Supplemental Information

Employee Responsibilities:

All Escambia County Supervisor of Elections employees must serve the public and fellow employees with honesty and integrity in full compliance with the Election Laws of Florida, the Escambia County Supervisor of Elections Employee Handbook, which include specific policies on ethics and conflict of interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Election Cycle Responsibilities:

During an election cycle, the incumbent of this position will automatically be considered for additional election responsibilities. This employee is subject to being called to work evenings and/or weekends and is expected to perform election related duties, as assigned.

ADA Requirements**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions. Occasionally and during an election cycle this position will have periods of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting of computers, printers, and elections related equipment.

Medium Work: Exerting and/or lifting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds constantly to move objects. Incumbents may be subjected to moving computers, printers, elections equipment and related components.