

***Limestone
County Commission***

***Chairman
Collin Daly***

***Administrator
Ellen Morell***



***Commissioners:
Daryl Sammet
Danny Barksdale
Jason Black
LaDon Townsend***

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

INFORMATION SYSTEMS SECURITY OFFICER

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES AND
RESPONSIBILITIES.**

SALARY \$25.29 PER HOUR

**APPLICATIONS WILL BE ACCEPTED THROUGH
THURSDAY, MAY 19, 2022.**

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Information Systems Security Officer

Information Technology

IT/3

JOB SUMMARY

This position performs specialized duties to provide network and systems security and support for the installation, analysis, and maintenance of the Limestone County Commission local area network (LAN), wide area network (WAN), internet/intranet sites, wireless network, and other networks. Duties will also include creating and modifying policies and procedures, maintaining audit and security compliance, and tracking risk mitigation and remediation.

MAJOR DUTIES

- Researches, develops, tests, reviews, and implements information assurance and security controls in order to ensure confidentiality, integrity, and availability of systems and data.
- Acts as a liaison with internal & external entities.
- Develops information security policies and procedures in accordance with internal or external standards and regulations.
- Maintains security, risk management, and disaster recovery documentation.
- Utilizes security information and event management (SIEM) to monitor/investigate events.
- Provides daily hardware and software support to all County employees.
- Responds to after-hours hardware, software, or network issues when on-call.
- Assists in the planning and implementation of special projects for County departments.
- Assists in maintaining vehicle location systems in patrol cars.
- Reviews and authorizes the installation of software by user departments.
- Researches and makes recommendations regarding the replacement or upgrading of equipment.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Working knowledge of TCP/IP.
- Knowledge of industry best practices and methods of application.
- Knowledge of hardware, software, and network configuration and diagnostic principles.
- Knowledge of Windows, Linux, MacOS operating systems.
- Knowledge of certificates and VPN technologies.
- Skill in troubleshooting and resolving computer hardware, software, and network problems.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The IT Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include industry best practices; manufacturer installation, operations and repair manuals; and department and County policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied specialized duties. Frequent changes to industry standards contribute to the complexity of the position.
- The purpose of this position is to provide specialized support for the County's computer network and related components. Successful performance contributes to the efficiency and effectiveness of a variety of County operations.

CONTACTS

- Contacts are typically with coworkers, other county personnel, vendors, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, computer room, or outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work occasionally requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand security responsibilities in the information technology field, answer questions, and resolve problems.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.