



MIKE FASANO

Job Description

TAX COLLECTOR/PASCO COUNTY/FLORIDA
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

Information Security Analyst/PC Support Specialist

GENERAL DESCRIPTION

Responsible for maintaining and supporting network security infrastructure that is mission critical with regards to supporting the overall operations of the tax collector organization. This position is expected to have a firm commitment to excellent customer service and be keenly responsive to overall security needs. Timely follow-up on tasks assigned by, and excellent communication with, the Senior Information Security Specialist is required for this position. This position will also include the operation, maintenance, and installation of information systems, hardware, software, applications, and procedures.

Duties

- Maintain and keep up to date Firewall and anti-virus technologies
- Keep bios up to date on systems and peripherals
- Maintain and view system/security logs
- Install security software and measures
- Ensure complete system upgrades/updates
- Maintain Antivirus and Endpoint security
- Test and evaluate new technologies
- Analyze IT requirements and initiatives to provide advice on the use of IT security software and methods
- Assist with security risk, mitigation and recovery analysis
- Continually improve systems
- Assist Senior Information Security Specialist in establishing IT security policies and procedures
- Participate as a project team member as needed
- Familiarity with pen testing a plus
- Monitor maintain video and building security systems
- All essential functions and job duties of the PC Support Web Specialist I-II

KNOWLEDGE, ABILITIES AND SKILLS

- Broad overview of interconnected systems
- Ability to Identify and mitigate network vulnerabilities
- Change / configuration management
- Knowledge of firewalls, antivirus, and IDPS concepts
- Experience installing security software and documenting security issues

Cyber security threats and trends
Open source software
Active Directory
Group Policies
Latest security protocols and methodologies
Ability to communicate effectively and suggest security improvements that supports our business processes

PHYSICAL SKILLS

Ability to perform the following, with or without a reasonable accommodation under the ADA:
Ability to install equipment which may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, and lifting
Ability to lift up to 50 pounds

EDUCATION, TRAINING AND EXPERIENCE

Graduation from an accredited college with a Bachelor's Degree in Computer Information Security or related discipline.

A comparable amount of education, training or experience may be substituted for minimum qualifications.

LICENSE, CERTIFICATIONS OR REGISTRATIONS

Security+ certification preferred but not required.
CEH certification preferred but not required.
Valid Florida Driver License required.

ATTENDANCE

Current office hours are 8:30 A.M.-5:00 P.M., Monday through Friday and Saturdays 8:30am - 12:00pm. Employee work hours are 8:00 A.M.-5:00 P.M, Monday through Friday. However, additional work time may be necessary both before and after regular work hours and occasionally on Saturdays. Office hours and work hours are subject to change. Alternate work schedules may be assigned such as starting work later in the morning and ending work in the evening (for instance 11:15 A.M. – 8:15 P.M.).