



**Job Title:**                    **Manager – Information Systems Security**

### **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**             Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**             Professional – 2

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

### **JOB SUMMARY**

The purpose of this position is to provide for the management, planning, and evaluation of enterprise software, and to ensure responsive service levels to the online consumer community, development staff, and the production operations staff.

### **ESSENTIAL JOB FUNCTIONS**

- Directs the budgeting, planning, evaluation, implementation, and supervision of the Information Systems Security group of the Information Technology Department.
- Manages the capacity planning, installation, operation, and tuning of the information system security software and hardware.
- Prepares Information Systems Security hardware, software, and support capital and operating expense budgets.
- Provides a focal point for coordination of internal and external audits of Information Systems Security.
- Evaluates and assists the applications support staff on the use of new security tools.
- Performs software problem determination and works with vendor support structure to resolve problems quickly and with minimum impact.
- Researches, evaluates, and recommends additional security and systems management tools as required.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Responds to concerns and inquiries in a timely manner.
- Keeps the Superintendent informed of potential problems or unusual events.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Ensures technical cross-training and personnel back-up among staff members.
- Plans, establishes, and coordinates training programs for staff members.
- Maintains technical systems consulting proficiency.

- Subscribes to key trade journals and websites to receive quick notification of new systems and customer solutions for the enterprise.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Provides leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- Utilizes appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, and delivering services and evaluation of services provided.
- Assists in implementing the District's goals and strategic commitments.
- Exercises proactive leadership in promoting the goals and mission of the program.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution with certification in Information Systems and a minimum of ten (10) years of successful experience in information systems security.
- Master's Degree from an accredited educational institution in Business Administration or Information Systems is desirable.
- Minimum of ten (10) years of systems design and security at the Senior Systems Analyst level with various operating system environments.
- IT professional certification or equivalent as identified by the Director – Information Technology.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and School Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to manage the implementation, diagnosing, and maintenance of Information System security for enterprise mission critical applications.
- Requires the ability to display possession of good oral and written communication skills with emphasis in providing skills transfer on technical subjects to the receiver of the skill at his/her level.

- Requires the ability to display possession of a strong systems communication background implementing applications across the enterprise.
- Requires the ability to display knowledge of personal computers utilizing Windows and Linux.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**