



JOB DESCRIPTION CYBERSECURITY SPECIALIST

Conservation
Commitment
Community

DEPARTMENT:	Information Technology	JOB TITLE:	Cybersecurity Specialist
REPORTING TO:	IT Manager	GRADE:	38
DATE PREPARED	September 2023	FLSA STATUS:	Exempt

Job Summary:

The Cybersecurity Specialist is responsible for maintaining the security of Clay County Utility Authority's (CCUA's) data, IT and OT (SCADA) infrastructure. Additionally, this position shall monitor, detect, investigate, analyze, and respond to security events, and ultimately protect CCUA's systems from cybersecurity risks, threats, and vulnerabilities.

Essential Duties and Responsibilities:

- Conduct threat and risk analysis and analyze the business impact of new and existing systems and technologies to eliminate risk, performance, and capacity issues.
- Implement vulnerability assessments and audits of operating systems, web servers, and databases to detect patterns, insecure features, and malicious activities in the infrastructure of both Information Technology (IT) and Operations Technology (OT).
- Perform research, testing, evaluation, and deployment of security technology and procedures.
- Keep current with new intrusion methods and develop protection plans.
- Identify, rate, and remediate risks, vulnerabilities, and actual security problems based on company policies.
- Maintain IT security controls documentation.
- Configure anti-virus and endpoint protection systems.
- Determine permission levels and privileges for authorized users and audit access rights.
- Provide compliance oversight to ensure IT activities are performed within parameters of applicable laws, codes, and regulations.
- Perform other duties as assigned.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's degree in Computer Science, Information Systems or a related field is required.
- Minimum of three (3) years cybersecurity focused experience required.
- Minimum of eight (8) years of experience in the Information Technology field working with computers, networks, cybersecurity controls, and servers required.
- CompTIA Security+ and Network+ required
- CompTIA CASP+, CISSP, ICS2, SIEM-specific training, or related certifications preferred.
- Member of International Society of Automation (ISA) preferable.
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority Employee Handbook.

Knowledge/Skills/Abilities:

- Job Specific KSA's – In-depth understanding of NIST Cybersecurity Framework and Industrial Control System (ICS) Security, CPwE Industrial Security Framework, OWASP methodologies, Dynamic and Static Application Security Testing, process re-engineering, and automation. Hands-on experience analyzing logs, network data, and other attack artifacts in support of incident investigations. Experience with vulnerability scanning solutions.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information. Must be able to translate customer (internal and external) complaints, statements, and requirements into actionable work scope statements.
- Team Orientation and Interpersonal – Ability to develop and maintain collaborative relationships with all levels within and external to the organization. Ability to verbalize vision, objectives, and effective mentoring others.

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- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner.
- Organization and Time Management – Ability to plan, schedule and organize professional schedule to achieve strategic goals within or ahead of established time frames. Knowledge of project management processes with the ability to communicate objectives and maintain deadlines in a highly detailed manner. Must be flexible and accommodating to rapidly changing management priorities.
- Analytical Problem-Solving & Decision Making – Ability to research, analyze, identify viable options, draw sound conclusions, present findings, and make thoughtful recommendations considering overall risk and short-term and long-term impact.
- Systems and Software –
 - Advanced proficiency in both Windows and Linux operating systems, VMware vSphere, VMware Horizon, Carbon Black, Active Directory, O365, Syslog, Powershell scripting, Putty, WireShark, command line utilities, VTScada (Server management), remote desktop, IDS/IPS systems, Burp Suite, Nmap, Nessus, etc., required
 - Intermediate proficiency with Fortigate, Proofpoint, Cisco switches, Kemp, Netmotion, VMware WorkspaceONE, Apple Business Manager, Apple iOS, AutoCAD (Full and LT), Avaya, Versadial, Filemaker, Filezilla, Laserfiche, Trillian, Creditron, Microsoft Office, Exchange, and Smartermail preferred

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods	X	Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing	X	Crawling/Crouching
X	Writing	X	Climbing
X	Seeing 1-5 feet		Physical endurance under variable weather conditions
Hazards: (X = Required for job)			
X	Standard office environment	X	Electrical current
X	Toxic or caustic chemicals	X	Housekeeping and/or cleaning agents
	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation	X	Proximity and use of hand-held powered equipment and/or moving mechanical parts
Employee Acknowledgement:			
I have reviewed and understand the requirements stated in this Job Description.			
Employee's Signature		Date	