



**LEON COUNTY
SHERIFF'S OFFICE
invites applications
for the position of:**

**Information
Technology
Manager of
Servers,
Systems &
Security**

SALARY: \$37.72 - \$60.35 Hourly
\$3,017.43 - \$4,827.88 Biweekly
\$78,453.24 - \$125,525.00 Annually

DEPARTMENT: Internal Business Services

DIVISION: Information Technology

**OPENING
DATE:** 11/18/22

**CLOSING
DATE:** Continuous

GENERAL DESCRIPTION OF DUTIES:

Salary will be commensurate to education and experience for exceptionally well qualified candidates.

This position leads one of two major sections within the "Information Technology Section." The manager of the "Servers, Systems, and Security Group" supervises four IT professionals whose broad responsibilities include the operation, management, and maintenance of servers and infrastructure, physical and logical databases, major business systems, and disaster recovery. As a working manager, the incumbent in this position is expected to materially contribute to activities of the section while also undertaking strategic planning and actions to modernize core IT services. The incumbent also serves as LCSO's Information Security Manager (ISM) and is charged with leading the security program. This includes security monitoring, incident response, client training and education, continuity of operations planning, and interaction with other supporting entities.

ESSENTIAL DUTIES:

1. Assigns balanced workloads, ensures quality of work and that deadlines are met, and monitors productivity, attendance, and professionalism in the workplace.
2. Trains and mentors staff, sets challenging goals, delegates and coordinates effectively, promotes innovation in achieving goals; sets examples for subordinates.
3. Assists with budget management, proposal development/evaluation, and procurement.

4. Directs and assists in the installation, testing, implementation, and support of operating systems, applications, servers, and other products.
5. Conducts research, evaluation, and testing on emerging information technology solutions.
6. Ensures health and availability of infrastructure, servers, systems, and databases and through best practices in inventory, backup, patch management, endpoint security, and monitoring.
7. Serves as primary architect for current and future technical implementations.
8. Charts the organization's path to adopt cloud services.
9. Manages the IT security program.
10. Serves as the agency's Information Security Manager (ISM), ensuring security, compliance, and reporting to external entities as required.
11. Ensures that mission critical applications have appropriate high availability and resiliency locally.
12. Develops disaster recovery plans and conducts disaster recovery testing for mission critical systems.
13. Develops and refines policies and standards to support each work responsibility.
14. Plans, configures, and deploys new business systems.
15. Manages and maintain server and systems inventory.
16. Manages and maintain the virtual infrastructure, including ESX hosts and connected storage area network(s).
17. Manages and maintain Active Directory, Group Policy, and core network services (DNS, DHCP, WINS, NTP).
18. Supports routine audit and reporting requests.
19. Experience leading and managing teams, mentoring employees, and fostering collaboration.
20. Knowledge and expertise of servers, communication protocols, and network connectivity.
21. Knowledge and expertise in virtual infrastructure including VMware ESX and Microsoft Hyper-V.
22. Knowledge and expertise in Active Directory and Group Policy.
23. Knowledge and expertise in Cloud Services, including infrastructure-as-a-service offerings from AWS, Microsoft, and Google.
24. Knowledge of cyber security best practices and frameworks such as the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF), Center for Internet Security Critical Security Controls (CIS), or similar.
25. Knowledge and expertise in continuity of operations planning (COOP) and Disaster Recovery (DR).
26. Experience managing an enterprise backup, replication, and recovery solutions
Knowledge of basics of computer programming for business analytics and/or business intelligence software.
27. Strong organizational skills.
28. Ability to balance multiple priorities and quickly adjust to changing priorities.
29. Demonstrated ability to communicate effectively.
30. Strong ability to troubleshoot and resolve complex technical issues.
31. Ability to work closely with others as a team.
32. Ability to effectively communicate both orally and in writing.
33. Ability to provide professional customer service skills to both the public and agency members.
34. Ability to prepare and present clear, accurate, concise and objective written and oral reports.
35. Ability to meet requirements and maintain required licensures and certifications as well as agency required in-service training.
36. Ability to adhere to the standards and principles of the agency's core values and professionally represent the agency.
37. Ability to report to work timely, consistently and as scheduled.
38. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

ELIGIBILITY CRITERIA:

- High school Diploma or GED; AND
- Minimum of three years' experience managing technical staff.
- Minimum of five years' practical "hands-on" experience in a technical environment.
- Minimum five years' practical "hands-on" experience with Windows Server, VMware, and recovery products.
- Familiarity with Microsoft SQL Server, PowerShell, SmartSheet, Office 365, and Single Sign-On (SSO) preferred.
- Bachelor's degree from a college or university preferred.
- Project management experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must be able to lift, push, carry or pull a minimum of 50 pounds independently.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.leoncountysso.com>

2825 Municipal Way
Tallahassee, FL 32304
(850) 606-3356

Position #ITMSSS-01
INFORMATION TECHNOLOGY MANAGER OF
SERVERS, SYSTEMS & SECURITY
SM

Information Technology Manager of Servers, Systems & Security Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - Some High School
 - High School Diploma/GED
 - Some College
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate Degree
- * 2. Please indicate your experience managing technical staff.
 - No experience.
 - 1-2 years.
 - 3-4 years.
 - 5 or more years.
- * 3. Please indicate your practical "hands-on" experience in a technical environment.
 - No experience.
 - 1-2 years.
 - 3-4 years.
 - 5 or more years.
- * 4. Please indicate your experience with Windows Server, VMware, and recovery products.
 - No experience.
 - 1-2 years.
 - 3-4 years.
 - 5 or more years.
- * 5. Salary anticipated to be at base pay. If not acceptable to you, what minimum annual salary would be acceptable?
- * 6. Have you ever received a dishonorable discharge from the military?
 - Yes
 - No
 - Never served in military.
 - Currently serving in military/No discharge.
- * 7. Are you currently under criminal investigation or indictment?
 - Yes
 - No
- * 8. Do you have any current criminal charges pending in the courts (without an official legal disposition)?
 - Yes
 - No
- * 9. Have you ever been convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to any felony?
 - Yes
 - No
- * 10. Have you ever been convicted of a felony traffic offense including adjudication withheld?

Yes No

- * 11. Are you currently under internal investigation, under investigation by the CJSTC or administrative investigation?
- Yes
 No
- * 12. Have you ever separated, abandoned, resigned or retired from a business or agency while under criminal or internal investigation or while under the threat of criminal or internal investigation?
- Yes
 No
- * 13. Have you been civilly or administratively adjudicated to have engaged in or attempted to engage in sexual activity in the community or detentions facility by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse?
- Yes
 No
- * 14. Have you ever been engaged in, convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to a crime of sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution?
- Yes
 No
- * 15. Have you ever been convicted of, received a withhold of adjudication for, or entered a plea of guilty or nolo contendere to a crime involving perjury or false statement, abuse of a child, elderly, or disabled person, domestic violence, or any crime of a sexual nature?
- Yes
 No
- * 16. Have you ever held membership in, association with, or any other connection to any organization that exposes or supports discrimination based upon race, color, national origin, sex, age, disability, religion, political affiliation, sexual orientation or marital status or is known to have been involved in criminal activity and/or a violation of any state laws and/or laws of the United States?
- Yes
 No
- * 17. When would you estimate was your last use of marijuana.
- 0 - 12 months (within the last year)
 13 - 36 months (3 years or less)
 37 - 60 months (more than 3 years ago to 5 years)
 61 - 120 months (more than 5 years to 10 years ago)
 10+ (more than 10 years ago)
 Never used
- * 18. When was the last time you used any of the following - heroin, cocaine, meth, mushrooms, LSD, illegal steroids or other drugs not prescribed to you?
- 0 - 12 months (last year)
 13 - 36 months (3 years or less)
 37 - 60 months (more than 3 years to five years ago)
 61 - 120 months (more than 5 years to 10 years ago)
 10+ years ago
 Never used

* Required Question