

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Security Administrator	<u>CLASS NUMBER:</u> 80051	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> 100813
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Network Operations Mgr (100820)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Security Administrator classification is to oversee planning, implementation, maintenance, and updating of data on state and county systems; to perform administrative tasks relating to budget; and to coordinate IT procurement.

JOB DUTIES:

Supervise assigned staff. Plan and implement processes to assure security of information systems. Responsible for managing identity management and access control for agency, county and state accounts, and responsible for add/edit/delete for all automated systems, including Active Directory, network shares, Microsoft Exchange, SAVE, The Work Number, EPPIC/Administrative Terminal, Columbia Gas, Ohio Benefits Worker Portal, CCIDS, network access, printer access, Internet access, and LAN-based application access. Analyze operations to determine security needs.

Coordinate access control paperwork and account management for state administered systems. Provide specific security level access and troubleshooting for agency systems. Coordinate and process access control request for data center administered systems, such as county portal. Function as direct liaison, responding to clients for the community portal.

Responsible for conducting and processing annual security audits for access control required by internal security controls, county and state agencies. Responsible for managing state's annual information security awareness training program. Provide information on data security systems; develop materials for presentation at meetings and seminars. Speak on security, privacy, and related subjects; assists in the cross-training of fellow team members in support of the team's mission. Collaborate with team members to ensure user/new employee is given other necessary access, computer equipment and phone. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision; agency policy and procedure; electronic data processing. Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, percentages; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather collage, and classify information about data, people, or things; work alone on most tasks, cooperate with co-workers on group projects; answer routine telephone inquiries from public; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries form and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED some vocational coursework with three (3) years computer experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend and

approve the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date