



Manager, SCADA & Systems Security

Category: Exempt
Pay Grade: E25
Job Code: 17480

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical supervisory work planning, supervising, and coordinating the activities of the SCADA Systems and Security Systems; solves a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning, composes sensitive, non-routine correspondence requiring tact and diplomacy and/or complex reports or summaries for which established formats generally do not exist, and delivers presentations regarding potentially controversial issues; works to improve existing systems/procedures, which periodically result in new ideas or approaches of considerable significance; plans and schedules activities for others; may also serve as technical advisor to technical staff, engineering staff, contractors, vendors, and others.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Manages and directs activities and personnel associated with SCADA and Security Systems;
- Analyzes current information system needs, develops and manages short- and long-range plans, and develops and implements standards for automation equipment;
- Serves as project manager with the Utilities Security, consultants, and various other agencies;
- Develops, plans, directs, supervises, and solves problems associated with daily operations, implements, and monitors budget for achievement of goals and objectives;
- Manages SCADA technical and communication lines and systems, meets with staff, other departments, contractors, telecommunication company personnel, and attends related conferences;
- Manages maintenance contracts with hardware and software vendors;
- Serves as technical advisor in areas of SCADA automation, equipment purchases, and standardization;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer science, business administration, engineering, or related field and four (4) years of highly technical experience in telemetric systems that include two (2) years of supervisory experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Specialized training, experience, and credentials in water utilities related production and operations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of SCADA Systems, business systems, automated document management systems, control devices, and various other related systems to ensure an effective 24/7 operation;
- Knowledge of Security Systems, security cameras, digital video recorders, and alarm systems to effectively manage site and centralized security systems;
- Knowledge of management methods, budget preparation/implementation and County policies and practices to complete job functions and responsibilities;
- Knowledge of various communication protocols to ensure communication with external devices;
- Knowledge of PLCs, instrumentation devices, analog, and digital devices to ensure their compatibility, including making sure standards are being used;
- Knowledge of all major operating systems and environments required for SCADA;
- Knowledge of databases used for SCADA to ensure that data storage and monitoring performance requirements are met;
- Knowledge of security theory and equipment and electronic maintenance and repair practices and procedures;
- Knowledge of public administration principles and practices;
- Ability to plan, direct, assign, instruct, review, and evaluate technical personnel;
- Ability to apply computer applications and software;
- Ability to implement telecommunication systems, computer hardware or network systems, capital improvement plans, and new technology systems.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

WORKING CONDITIONS

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.