

MANAGER, SCADA & SECURITY SYSTEMS

Job Code	Pay Grade
17480	SM6

Nature of Work

This is technical supervisory work planning, supervising and coordinating the activities of the SCADA Systems and Security Systems. The employee 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. One of the major purposes of the position is to work to improve existing systems/procedures, which periodically result in new ideas or approaches of considerable significance. Planning and scheduling is significant where a relatively large part of the job is planning/scheduling activities for others and the employee. Work performed is typically supervisory, or covers extremely large projects impacting several departments and at a higher technical level requiring more independent judgments. The incumbent may also serve as technical advisor to technical staff, engineering staff, contractors, vendors, and others. Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. The incumbent works under general guidance allowing for incumbent planning of procedures and methods to attain objectives in assignments. Errors in work may cause delays or losses in expenditures for material and/or equipment or unjustified work time. The position reports to the Department Director or senior management official.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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, 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 related work as assigned or required.

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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.

For official use only

Revised	EEOC Code	Overtime Code
9/13	Officials & Managers	Exempt