

Orange County Public Schools, Orlando, Florida

SENIOR ADMINISTRATOR – ENTERPRISE SECURITY RISK SOLUTIONS

Closes: November 25, 2014

Salary Range: \$69,072.00 - \$80,917.00

HOW TO APPLY:

Thank you for your interest in this position. In order to be considered, you must apply online. Please go to <http://www.ocps.net/>, Employment, Job Seekers, Register with OCPS and create an online profile. Go to the Employment Opportunities tab and search for Management under the Hierarchy Level and start. Click on the title of the position you are interested in and Apply. Complete the application, security questionnaires and send application. For assistance, please contact Sylvia Ficarrotto at sylvia.ficarrotto@ocps.net. Thank you

QUALIFICATIONS:

1. Bachelor's degree, Master's preferred, from an accredited college or university with an emphasis in an area of study relevant to the position.
2. Five (5) years of progressively responsible experience in enterprise level security program management or enterprise level environmental, physical and technical security management preferably within a large public or private sector environment equal in scope to the duties and requirements of the position.
3. Candidates meeting all minimum requirements and possessing one of the following professional certifications will be given preference:
 - Certified Protection Professional (CPP)
 - Certified Information Systems Security Professional (CISSP)
 - Physical Security Professional (PSP)
 - Project Management Professional (PMP)
4. Demonstrated success working with and through people in establishing goals, objectives and action plans to produce expected results.
5. Must successfully pass a comprehensive background assessment.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated experience in effectively leading a diverse security risk portfolio within a large, complex public or private sector environment. Comprehensive knowledge and experience in applying contemporary security risk management principles, practices, technologies and techniques. Substantial knowledge of the latest security hardware and technology, and its application in supporting enterprise business strategies. Documented experience in developing standardized security risk assessment tools, and applying those to organizational security practices. Proven ability to think strategically and develop complex business cases and effective project execution plans. Excellent project management skills, and proven ability to lead cross-functional project teams. Clear ability to work in a dynamic, fast paced environment in which there is an expectation to challenge paradigms, think expansively and leverage diverse resources. Ability to use appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals by developing direction, structure, and commitment. Documented experience applying principles of Lean Six Sigma or other continuous improvement methods within the work environment. Possesses strong coalition-building skills capable of developing collaborative relationships with diverse external and

internal cohorts. Able to utilize a matrix management platform to overcome challenges associated with complex organizational relationships. Possesses strong analytical, problem identification and resolution capabilities. Clear capacity to communicate verbally and in writing, effectively presenting ideas and providing plans, policies and procedures in a clear and concise manner to internal customers, team members and senior leadership. Able to consistently demonstrate a high degree of accountability, personal integrity and emotional maturity. Proven ability to effectively, continuously and discreetly work with confidential and potentially sensitive information. Demonstrated commitment to working with individuals from diverse socio-economic and cultural backgrounds.

REPORTS TO:

Senior Director – Safety and Security

JOB GOAL:

The Senior Administrator – Enterprise Risk Solutions is responsible for providing strategic leadership and vision to the department's Enterprise Security Risk Solutions portfolio. This position is accountable for directing enterprise-wide security risk practices and solutions. The Senior Administrator is also responsible for managing of all district physical and technical security applications, systems and technologies. Position will lead, influence and inspire a highly regarded team of security professionals.

SUPERVISES:

Senior Specialist – ESRS Applications; Senior Specialist- ESRS Practices; Senior Technical Support Representatives (2) and Contracted Services.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

Must be able to use personal protective equipment and other law enforcement/public safety/security equipment as provided by the district. Position requires incumbent to possess a valid Florida driver's license and proof of insurability at all times. Incumbent must maintain access to a motor vehicle (personal or agency) on a regular basis.

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

At times may be required to climb stairs and ladders, move and/or climb over obstacles, run, lift heavy objects and work under conditions as required by the specific situation or emergency.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

Duties will require the ability to respond to incidents after hours, and work extended hours on site, possibly under difficult and trying circumstances. Must maintain 24-hour availability via a wireless device capable of voice and data communications. The incumbent will be considered "essential personnel" subject to being called back to the office or a district location at all times.

Duties may expose individual to personal risks as they observe and report details relating to potential and actual hazards, incidents and/or emergencies. Position requires incumbents to

work in all weather conditions, under extreme temperatures, around chemicals, chemical fumes, bio-hazards and electrical and mechanical hazards.

Position will be required to periodically work evening and weekend hours to ensure a presence during extracurricular activities, special events, town hall meetings and other activities as required by district-wide activity.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Administers an enterprise-wide security risk structure which utilizes standardized practices, advanced assessment methods and forward leaning technological applications to reduce the district's exposure to security-related risks.
- * Leads development and implementation of district-wide physical and technical security strategies, and serves as the chief administrator for all related processes and systems.
- * Engages district business units in developing effective risk avoidance strategies to mitigate vulnerabilities and safeguard the organization from security threats.
- * Works with the *Senior Director – Safety and Security* in establishing a district governance structure to guide decisions relative to enterprise security risk strategies, practices and standards.
- * Manages the district's security risk and vulnerability assessment program employing contracted and internal resources to routinely review and recommend modifications to the organization's security profile.
- * Maintains close working relationship with Information, Communication and Technology Services (ICTS) to ensure that current and planned electronic security and emergency operations communications systems are compatible with existing infrastructures, practices and standards.
- * Coordinates development of security design criteria standards for all major renovation projects and the building of new district facilities. Ensures that building projects comply with security design criteria standards. Works with project managers to resolve site specific security issues.
- * Oversees district-wide physical and technical security maintenance and repair programming ensuring a high degree of confidence in device and system integrity amongst end users. Institutionalizes the use of the Web Notification Application (WNA) system for all maintenance and repair requests.
- * Administers processes, programs and systems designed to control access to district facilities. Oversees the district's access management system, enterprise visitor management system and identification card/badge program. Closely coordinates hard key management with the Lock Shop.
- * Responsible official for all public safety and school operations radio communication devices and systems. Works closely with public safety agencies and schools to ensure that radio systems are functional. Promotes interoperability and APCO standards. Maintains FCC licenses for all sites.
- * Identifies and pilots the testing of new and innovative security applications, devices, systems and technology. Utilizes research, competitive/comparator data, industry best practices and the Request for Information (RFI) process to support strategic decision-making.

- * Generates business cases to secure authorization and funding for the implementation of security risk reduction projects. Works closely with the ICTS Project Management Office (PMO) and Operations Division Business Project Specialist in developing technical security business cases.
- * Serves as the senior project lead for the department on all physical and technical security projects. Develops strategic roadmaps, project scopes of work, project specifications and Request for Proposals (RFP). Serves on RFP selection panels. Executes project plans. Commissions completed projects.
- * Manages security system capital, maintenance/repair and project budgets. Ensures that funds support established strategic initiatives. Identifies and secures funding to mitigate emerging security concerns at specific locations.
- * Implements an ongoing assurance and audit program to review the effectiveness and quality of enterprise security risk policies, practices, programs and systems.
- * Provides leadership over cross-functional teams to effectively manage security risk reduction initiatives and projects.
- * Within established district business practices develops and manages strategic partnerships with security hardware, systems and technology vendors.
- * Works with scorecards and methodologies to monitor critical success factors, KPIs and measures that align with enterprise risk management strategic vision and objectives.
- * Represents the school district on various working groups, maintains close professional relationships with local counterparts and participates in relevant professional associations.
- * Leads program/service assessment, quality improvement and/or special study projects as assigned.
- * Provides management support during critical incidents and emergent situations directly impacting the district.
- * Assists in the overall administration and management of departmental budgets, personnel, programs, resources and strategic initiatives to ensure that priorities are established and satisfied.
- * Contributes to the development of standards and practices that ensure the department's position as a model school district safety and security agency.
- * Administers programming and systems designed to control access to district facilities. Oversees all standards relating to the access management system, enterprise visitor management system and identification badge program. Closely coordinates key management with the Lock Shop.
- * Generates business cases to secure authorization and funding for the implementation of security risk reduction projects.
- * Develops strategic roadmaps and executes project plans to ensure the successful rollout of security system and technology initiatives.
- * Identifies and pilots the testing of new and innovative security applications, devices, systems and technology.
- * Follow the district's policies and procedures as related to all HRMD guidelines, executive limitations, the district's instructional initiatives, and the school district's charter guidelines.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.

- * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

- * Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining Unit Compensation Plan, twelve months, 8.0 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.