



Job Announcement

Position: System Administrator/Security Analyst

The Chicago Board of Elections (“Board”) is currently conducting a search for a System Administrator/ Security Analyst. The System Administrator/Security Analyst will be responsible for the monitoring and reviewing of the Board’s Systems security systems and associated data, and ensuring that the configuration of the Board’s systems, applications, and networks are in compliance with security policies.

This position is classified as Exempt under the Fair Labor Standards Act.

Salary

(Commensurate with experience)

Duties/Responsibilities:

- Day-to-day review of security event and log information for anomalies requiring investigation.
- Administration of Windows server and related technologies such as VxRail, Dell Networker.
- Develops, implements, and maintains the technical methods, procedures, and processes associated with securing Board systems, applications, and networks in compliance with organization security policies.
- Works with Federal, State and County Election offices on cybersecurity best practices on Elections and voting systems.
- As assigned, provides technical support for both internal and external security audits, security-related audit issue tracking, and risk assessments.
- Provides assistance to IT staff with security system updates and tuning.
- As assigned, assists Board’s IT staff with troubleshooting related to security solutions.
- Proactively works with Board’s IT staff to identify and remediate security risks.
- Addresses security related cases and issues both as assigned and proactively.
- Follows Board policy regarding internal controls as well as complies with agency policies to ensure employees and the Board act legally and with the highest standards of ethics and integrity.
- Performs other related duties as assigned.

Preferred Qualifications:

- Bachelor’s degree in Computer Science, Computer Engineering, or Information Security Communications, or related field.
- Three to four years’ experience with Active Directory, DNS, DHCP, and Windows Clustering.
- Excellent initiative and organizational skills.
- Experience with Information Security technologies including hardware and software for servers, network, applications, security and messaging platforms.
- Exhibits a strong ability to prioritize and work in fast paced environment.
- Excellent time management skills with a proven ability to meet deadlines.
- Working knowledge of risk assessment.
- Excellent organizational skills and attention to detail.
- Must be available to work extended hours and weekends.
- Must be a City of Chicago resident.

All applications for this position will be received via email and must include a resume and cover letter. E-mail to: hr@chicagoelections.gov include in the subject line: System Administrator/ Security Analyst Position/Your Name.

Application deadline is Friday, May 21, 2021, 3:00p.m. CST.