



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Information Technology Audits
JOB CODE: LL-003
CLASSIFICATION: Exempt
PAY GRADE SALARY BAND: 27 C
BARGAINING UNIT: ESMAB
REPORTS TO: ~~Executive Director, Management/Facility Audits~~ Chief Auditor
CONTRACT YEAR: Twelve Months

POSITION GOAL: To ensure efficient supervision and performance of financial and data processing audits and special reviews in order to evaluate ~~IT/EDP information systems systems~~ and operations, and ensure adherence to proper controls and accuracy; to evaluate the effectiveness of security systems and ~~new systems~~ to determine the adequacy of controls ~~whether controls are effective.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager, Information Technology Audits shall carry out the essential performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~monitor~~ Monitor and evaluate the adequacy of established information systems standards and the degree of adherence to such standards for all audited information systems activities.
- ~~conduct~~ Conduct data center reviews including evaluation of organizational structure, staffing practices, system development standards, operating procedures, security, program and data library control procedures, communications network, backup, and disaster recovery procedures.
- ~~create~~ Create proper supporting documentation to support the work performed. ~~and the issues identified. Evaluate issues. Identify migrating controls.~~
- Evaluate and identify mitigating controls for all issues noted.
- ~~perform~~ Perform cost/benefit analysis regarding the implementation of proposed solutions.
- ~~appraise~~ Appraise the adequacy of corrective action required to improve deficient conditions related to internal auditing findings.
- ~~prepare~~ Prepare audit reports and lead discussions of audit reports findings with the appropriate administration.
- ~~analyze~~ Analyze, develop, test and document audit software to validate confirm existing and new applications are functioning as expected.
- ~~provide~~ Provide staff support to assist other audit personnel to ~~fulfill~~ in fulfilling the objectives of the Internal Audits activities.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- ~~participates~~ Participate successfully in the training programs offered to ~~increase~~ enhance the ~~individual's~~ individual skills and proficiency related to ~~the assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job ~~responsibility~~ responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow ~~Federal federal~~ and ~~State state~~ laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the ~~Executive Director, Management/Facility Audits~~ immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of five (5) four (4) years within the last ten (10) years of progressively more responsible experience and/or training in the field related to the title of the position.
- ~~Certified Information Systems Auditor or Certified Public Accountant licensed in the State of Florida or Certified Network Engineer.~~
- Knowledge of computer language (i.e. cobol, easyfriend, ACL, JCL), software development life cycles, business and financial applications, mainframe and network operating systems and computer operations.
- ~~Ability to effectively~~ Effective communicate in both oral and written forms verbal and written communication skills.
- Computer skills as required for the position.

~~SUPERVISES: Auditors assigned to audits and special review.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred degree~~ Degree major in either computer science or accounting.
- ~~Preferred Prior~~ experience ~~to include at least three (3) years in systems auditing after obtaining degree.~~
- Certified Information Systems Auditor or Certified Public Accountant or Certified Network Engineer.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Participate in the presentation of reports and recommendations to senior management including Superintendent, School Board, Audit Committee, Area Superintendents, Directors, and Principals to communicate findings from audits.

PHYSICAL REQUIREMENTS:

~~Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.~~

Light work: Exerting up to 20 pounds of force occasionally, and/or up 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised/Retitled
Board Approved: 6/19/2001 &
Adopted: 7/17/2001
Board Adopted: 12/16/03*