



Example of Operations Support Lead Job Description

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Our innovative and growing company is looking to fill the role of operations support lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for operations support lead

- Execute standard work initiatives that are ongoing within ISC that are specific to IBU order management responsibilities which require the use of lean tools and coaching
- Recommend, schedule, and/or implement IA related repairs within the enclave environment
- Coordinate and/or provide support for all enclave applications and operations
- Direct and/or implement operational structures and processes to ensure an effective enclave IA security program including boundary defense, incident detection and response, and key management
- Examine enclave vulnerabilities and determine actions to mitigate them
- Analyze IA security incidents and patterns to determine remedial actions to correct vulnerabilities
- Implement vulnerability countermeasures for the enclave
- Analyze IAVAs and Information Assurance Vulnerability Bulletins for enclave impact and take or recommend appropriate action
- Obtain and maintain IA certification appropriate to position
- Supports disaster recovery by providing recommendations and connectivity for telephone hookups

Qualifications for operations support lead

- Bachelor's Degree and six (6) years of technical and general Program Analyst experience
- Have a minimum of fourteen (14) years of IA/cyber security experience, with at least four (4) of those involving application of DoD policy, direction, and guidance to customer environments or twelve (12) years of applicable experience and a Masters Degree
- Education – Bachelors or higher degree
- Able to work under pressure, multi-tasking, drive major incidents and communications
- Ability to understand and provide backup coverage and support for other portfolio team member's areas of responsibility