



EMPLOYEE NAME: _____

Revised: 5/07; 11/07; 1/08; 3/11; 10/12; 10/15; 10/16; 6/18;11/20

JOB DESCRIPTION

POSITION TITLE: Systems Engineer I, Security	JOB CODE: 446I
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Enterprise Services	WORKDAYS: 238
REPORTS TO: Director, Enterprise Services	PAY GRADE: Rank I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
<p>PRIMARY FUNCTION: Responsible for the successful completion of the tasks and deliverables within the enterprise services organization; manages systems security across the enterprise; areas of concentration include account management, password auditing, network based and web application based vulnerability scanning, virus management, and intrusion detection; enforces security policies and procedures by administering and monitoring security profiles, reviews security violation reports, and investigates possible security exceptions, updates, and maintains and documents security controls; Involved in the evaluation of products and/or procedures to enhance productivity and effectiveness; provides direct support to the business and IT staff for systems security related issues; educates users on systems security standards and procedures; must have broad technical knowledge of network and operating systems.</p>	

REQUIREMENTS:

1.	Educational Level: Associate degree or its equivalency (2 years of exempt level experience = 1 year of college, combination of experience and education may be used to meet the degree requirement) in computer science that provides the required knowledge and skills in current industry principles and practices of security administration
2.	Certification/License Required: Microsoft Technology Associate (MTA – Server, Networking or Security), Microsoft Certified Technology Specialist (MCTS – Server) or other relevant certification
3.	Experience: Minimum of two years of experience in systems administration, network or field services, in an enterprise level environment
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists and documents security related incidents.
3.	Reviews system log files for anomalies and takes corrective action.
4.	Maintains and documents security hardware and software configurations.
5.	Maintains and documents user access and control procedures.
6.	Supports network security, taking action as appropriate.
7.	Monitors and maintains district wide antivirus software.
8.	Participates in the testing of plans to continue information systems functions in the event of a disaster that interrupts normal network operations.
9.	Participates in the penetration testing on multiple operating system platforms.
10.	Assists in testing new security products.
11.	Provides constructive feedback and commitment to continuous improvement in client- wide quality initiatives.
12.	Participates in the resolution of service requests from the Customer Care Center (CCC) within approved guidelines and timelines.

13.	Provides support and consultative services to the end-user community in response to service requests from the Customer Care Center (CCC).
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____