

SECURITY ADMINISTRATOR (TOWN)

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving responsibility for installing security systems and configuring, updating and maintaining security software in order to ensure the safekeeping and protection of computer data from unauthorized modification or destruction. The work is performed under the supervision of a higher-level administrator and in accordance with the Town computer systems security policy. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Implements security policies for workstations and servers;
Installs, configures and maintains firewall and troubleshoots Nokia appliances and IPSO operating systems;
Configures, manages and monitors Cisco routers;
Oversees firewall administration;
Manages wiring closets, access levels, IP configuration and completes applicable documentation;
Troubleshoots TCP/IP network architecture and protocols;
Installs, configures and maintains Web filtering software, upgrades servers, oversees filtering, etc. ;
Creates security policies for individual workstations and servers;
Establishes and maintains systems security documentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer system security administration; thorough knowledge of firewall management; thorough knowledge of web filtering software and hardware; working knowledge of network administration; ability to implement and maintain computer security policies and procedures; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex technical material; ability to prepare written material, especially system security documentation; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and three (3) years of experience in security systems administration and/or network administration, at least one year of which included the use of Cisco Firewall Management and Web filtering software as a primary function of the work; or
2. An Associate's degree or equivalent college credits (minimum 60 credits) and five (5) years of experience in security systems administration and/or network administration, at least one year of which included the use of Cisco Firewall Management and Web filtering software as a primary function of the work; or
3. A minimum of 30 college credits and seven (7) years of experience in security systems administration and/or network administration, at least one year which included the use of Cisco Firewall Management and Web filtering software as a primary function of the work.

NOTES:

1. A Bachelor's degree in Computer Science, Management Information Systems or Business Administration, or comparable curriculum, may be substituted for two (2) years of the required general experience.
2. Certification as a Novell Network Administrator or Novell Network Engineer may be substituted for one year of the required general experience.
3. Certification as an A + PC Technician may be substituted for one year of the required general experience.