SECURITY ADMINISTRATOR*

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving responsibility for installing networking security systems and configuring, updating and maintaining security software, in order to ensure the safekeeping and protection of computer data from unauthorized intrusion, modification or destruction. The work is performed under the supervision of a higher-level administrator and in accordance with the computer network/system's 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 network security appliances and IPSO operating systems;
Configures, manages and monitors routers and switches;
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: A Bachelor's degree <u>and</u> three (3) years of experience in security systems administration and/or network administration, at least one (1) year of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS and Web filtering software as a primary function of the work <u>or</u>

An Associate's degree or equivalent college credits (minimum of sixty (60) credits) <u>and</u> five (5) years of experience in security systems administration and/or network administration, at least one (1) year of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS 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 (1) year of the required general experience.

*This reflects a retitling of Security Administrator (MIS).

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Competitive