

SECURITY ADMINISTRATOR I*

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 employer's computer network/systems security policy and 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 firewalls and troubleshoots network security appliances and operating systems;
Configures, manages and monitors routers and switches;
Oversees firewall administration;
Maintains network infrastructure components, including wiring closets, access control settings and IP configurations and ensures that all related documentation is accurate and up to date;
Diagnoses and resolves issues related to Transmission Control Protocol/Internet Protocol (TCP/IP) network architecture and protocols to ensure reliable connectivity and performance;
Installs, configures and maintains web filtering software, upgrades servers, monitors content filtering activities, 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; good 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 relationships with others.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of experience in security systems administration** and/or network administration***; or
2. A Bachelor's degree or higher and three (3) years of experience in security systems administration** and/or network administration***.

NOTE: A Bachelor's degree or higher in Computer Science, Management Information Systems, Cyber Security or comparable degree may be substituted for two (2) years of the required general experience.

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

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**Security systems administration involves managing and maintaining an organization's security infrastructure to protect its information and systems from cyber threats. This includes implementing and monitoring security measures, such as firewalls, intrusion detection systems and antivirus software, to safeguard data and prevent unauthorized access. Security systems administrators also work to identify vulnerabilities, establish security controls and ensure compliance with security policies.

***Network administration refers to the process of managing, maintaining and troubleshooting an organization's computer network infrastructure. This involves ensuring that all network components, including hardware and software, are functioning properly and securely to meet the organization's needs.