

## **SECURITY ADMINISTRATOR II\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical and administrative work involving responsibility for participating in the development of policies and procedures to secure computer systems and for overseeing and participating in the installation of 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 supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in developing and updating policies and procedures for computer system security;  
Administers, maintains and troubleshoots firewalls;  
Configures, monitors and manages routers and switches;  
Manages and troubleshoots network architecture protocols, using protocol analyzers and diagnostic utilities;  
Installs, configures and maintains web filtering software, and upgrades servers, reports and filters according to network security policy;  
Establishes network security policies for workstations and servers, including internet protocol (IP) management, system maintenance protocols and time-based network access;  
Oversees the preparation of network 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; thorough knowledge of network administration; ability to develop and implement 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; ability to supervise the work of others.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and six (6) years of experience in security systems administration\*\* and/or network administration\*\*\*, one (1) year of which included the supervision of staff; or
2. A Bachelor's degree or higher and four (4) years of experience in security systems administration\*\* and/or network administration\*\*\*, one (1) year of which included the supervision of staff.

**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.

**PROMOTION:** One (1) year of permanent status as a Security Administrator I.

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

(over)

\*\*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.