**Position Description**
**Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain relevant data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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**Title:**                        Systems Administrator (Security)

**Division/department:**          Information Technology Services

**Campus:**                       La Plata

**Check one:    New PD __X__          Revised PD _____**

**Please identify any similar positions already established within the department:**

Systems Administrator (Network/Telecom) || Systems Administrator (Network/Datacom)

**Reports to** _____     **Date** _____
                **(Signature)**

**Approval** _____     **Date** _____
              **(Signature - Second-Level Supervisor)**

**Approval** _____     **Date** _____
              **(Signature – Third- Level Supervisor)**

**Approval** _____     **Date** _____
              **(Signature - Dean or President)**

**Account code(s):** 211735 1140 and 211455 1140 (50%/50%)

**Work schedule:** Monday-Friday, 8:00 AM to 5:00 PM (schedule may vary)

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number _____5073_____     Grade __27800____

Statistical group _____

Exempt / Non-exempt                                     Date _____


Systems Administrator (Security)
Date:  12/5/2016

POSITION DESCRIPTION FOR: Systems Administrator (Security)

1. **Principle Duties and Responsibilities.**

(25%) The Systems Administrator is one of the department's technical experts for vulnerability and log management. Manages, maintains, and administers the college's various information security systems such as scan engines and manager, centralized log collection, security metrics reporting, and related applications to ensure the confidentiality, integrity, and availability of data and systems throughout the college's network.

(25%) Maintains the operational security aspects of all network systems to ensure that college's network assets are ready for use and operational backups are maintained in a secure manner. Serves as a computer incident response team member.

(20%) Contributes to the maintenance and operation of the college's primary firewall and intrusion detection systems.

(20%) Provides first level computer incident response.

(10%) Designs and implements security related metrics and produces reports off of the metrics.

Develops, implements and maintains with proper authorization a plan for proactive maintenance, upgrade and replacement of network hardware and software components that is integrated into the college's ITC Technology Infrastructure Plan.

Works with the department's other staff to develop and implement disaster recovery plans and procedures. Assists in the coordination of ITS disaster recovery plans. Executes network and telecommunications disaster recovery plans and procedures as required.

Closely coordinates activities with other ITS technical personnel, and technology end-users to ensure the delivery of reliable telecommunications and data communications services.

Contributes to the college strategic planning efforts and helps develop and implement college technology plans.

Provides documentation for departmental monthly and annual reports.

Maintains up-to-date knowledge of available and emerging network and microcomputer technologies. Evaluates and makes appropriate recommendations for both evolutionary and revolutionary changes and improvements to the college's network infrastructure.

Recommends, configures and maintains network tools to measure the status of core systems.

Performs other duties as assigned.

POSITION DESCRIPTION FOR: Systems Administrator (Security)

2. **Education/Knowledge Required.**  Specify required and preferred degrees, experience, special skills, and abilities, which are necessary for satisfactory performance in this position.

**Minimum Requirement:**
Associate's Degree (Bachelor's degree preferred)
Minimum three years' experience in a information security.
Minimum of one Industry certification in (Wireless +, Security+,  Net+,  Novell CNA/CNE, Microsoft MCP/MCSE, Cisco CCNA, or equivalent).


<u>**General Requirements**</u>

Ability to support network servers and network/client applications in a LINUX and/or Windows environment.

Training and/or experience with Active Directory is desired.

Working knowledge of computer incident response and the ability to develop, manage, maintain and administer procedures and scripts for incident response is desired.

Excellent communications (written and oral), customer service and problem solving skills.

Ability to provide end user training on security issues.

Ability to support network servers and network/client applications in a Windows environment.

Ability to adapt quickly to changing technology.

Ability to translate technical terms for non-technical persons.

Experience in a technical team environment.

Date:  12/5/2016

POSITION DESCRIPTION FOR: Systems Administrator (Security)

3. **Supervision.** List all position titles reporting directly to this position. Include student assistants, temporaries and part-time faculty supervised in a typical semester. If none, so state.

none.

4. **Internal & External Contacts.** Identify contacts required within and outside the college. Describe the purpose of the contacts.

College technology users (students, faculty, and staff) to provide support, discuss and document requirements, and resolve problems.

Frequent contact with academic faculty, vendors, contractors and consultants in support of department projects and operations.

County, regional, and state level officials and technologists to support coordinated efforts to build information networks and respond to security incidents.

Contacts other colleges, agencies, and companies for consultation.

5. **Guidelines/Procedures/Regulations.** Identify guidelines, procedures and regulations within which the position functions.

College and ITS policies, procedures and standards.

Must be aware of software licensing laws and requirements.

Must be knowledgeable of national and international standards relating to computer security.

6. **Communications:** Please describe the written and verbal skills required for the position.

This position will be answering internal and external voice and electronic communication on a regular basis.
Must be a good listener and possess an excellent desk side manner.
Must be able to speak clearly and interpret support issues over the telephone.
Provides face to face training and participate in meetings with internal customers and outside vendors.
Must be able to write procedures and provide reporting of the various activities related to area of responsibility.

7. **Role Complexity:**

POSITION DESCRIPTION FOR: Systems Administrator (Security)

This position will be dealing with multiple tasks with the need to switch often based on priorities.
Tasks are governed by internal and external customers and/or events.
There will be a multitude of tasks and will require independent decision making at times.
The work requires attention to detail of the customer's needs.

8. **Creativity & Innovation:**

This position requires the employee to assist in the development of new ways to meet and increase customer satisfaction.
This position requires the use of nonconventional thinking to accomplish tasks associated with customers' needs.

9. **Impact:**
The work of this position touches all areas of the college, be it administrative, academic, and external customers.

10. **Fiscal Responsibility.** Describe the fiscal responsibility of the position. Include total dollars that the position directly controls. If none, so state.

None.

11. **Physical Working Environment.** Describe the physical working environment of the position. List any hazardous or toxic substances used in the performance of duties.

Lifting of heavy objects (50-75 lbs) including computer, network and audiovisual equipment.
Hazardous chemicals used for cleaning equipment.
Delivery of equipment to different parts of the campus during rain, snow, cold and hot weather.
Must be aware of safety procedures while using or repairing equipment.

Date: 12/5/2016