

Job Description

Job Title: Security Systems Administrator

Position Code:

Job Classification: Exempt

Supervisor: Information Security Analyst

Pay Grade: 36

Contract Length: 245 Days

Job Summary

Under the direction of the Information Security Analyst, performs routine to complex work related to cybersecurity initiatives. The Security Systems Administrator II assists with monitoring, evaluation, and maintenance of systems and procedures to protect NNPS information systems and data. Information protection responsibilities include, but are not exclusive to network security architecture, network and system access, controls and monitoring policies, employee education and awareness, system troubleshooting and analysis, security audits, documentation, and reports. Work requires highly professional customer service to staff and students, assisting staff with resolving issues in functional and enterprise applications.

Essential Duties

1. Assists with the evaluation and installation of security measures and operates software to protect systems and information infrastructure, including firewalls, security appliances and data encryption programs.
2. Responds to emergency work requests; troubleshoots system failures and errors; diagnoses, isolates, and resolves system-related problems ensuring timely results and minimal disruption of operations.
3. Assists with the coordination of incident response including, but not limited to planning response activities, detecting security violations, coordinating containment and/or eradication measures, and coordination of post incident review and corrective actions.
4. Assists with in-depth technical reviews of new and existing IT systems to identify the appropriate mitigation strategies required to bring these systems into compliance with established policy and industry guidelines.
5. Works with business units to ensure security and data protection rules and regulations are in place for protection of personal identifiable information (PII).
6. Assists with the coordination of the NNPS Cybersecurity Awareness program and outreach initiatives with the goal of developing a “cyber-aware” culture.
7. Engages and interacts with vendors while multi-tasking/handling multiple issues simultaneously to troubleshoot complex system issues.
8. Interacts with other departmental team members to troubleshoot and resolve system-level problems.
9. Provides support to employees and technical staff regarding system administration and usage of cybersecurity products and tools.
10. Maintains an up-to-date understanding of emerging trends in information security threats and risks.
11. Assist in the identification of cybersecurity objectives, KPI’s (Key Performance Indicators) and metrics consistent with strategic plans and regulatory requirements.
12. Assists in the coordination, maintenance, and completion of information security operations documentation, including security-related policies and procedures.
13. Interacts with other departmental team members to troubleshoot and resolve system-level and organizational level problems.
14. Responds to questions and needs of end-users concerning assigned systems.
15. Updates system documentation to record installations, upgrades, configurations, etc.
16. Utilizes appropriate safety equipment in the performance of duties.
17. Tracks all work performed in the help desk work order system.
18. Travels to and from schools/work sites in the performance of duties.
19. May assist in training others.
20. Conforms to all departmental procedures and policies.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Information Security Analyst or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess an Associate's degree in Information Systems Security from an appropriately accredited institution and two years of experience in IT Security or closely related area; or an equivalent combination of education and experience. A+, Network+, Security+, or equivalent certifications are preferred. Must possess knowledge of industry-standard security practices, including web security, email security, identity and access management, incident management, and incident response. Must possess significant knowledge in Windows and Linux operating systems. Strong understanding of common network protocols, network security devices. Experience with Microsoft PowerShell, Python and other scripting languages is preferred. Must possess a fundamental understanding of SaaS cloud security and services including O365 and Azure. Must possess the ability to write system documentation, system specifications/requirements and in developing project plans, presentations, correspondence, studies, reports, and training materials. Must possess strong troubleshooting skills and the ability to diagnose/resolve system problems. Must possess strong skills in the use of the instruments and tools of the trade. Must possess the ability to interpret and apply complex technical manuals, reference materials in support of assigned systems and explain technical concepts to both technical and non-technical staff. Must possess the ability to prioritize tasks in order of importance; work independently and as a team member; and establish and maintain effective working relationships with departmental peers, specialist, and all customers served. Must demonstrate a high level of personal integrity and the ability to discreetly handle sensitive and personal data. Must possess a valid driver's license with a good driving record.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

Supervision Exercised: None

Supervision Received: Information Security Analyst

This job description in no way states or implies that these are the only duties to be performed by this employee. The Security Systems Administrator II will be required to follow any other instructions and to perform any other related duties as assigned by the Information Security Analyst or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

05/2021 CR



Job Description

Job Title: Security Systems Administrator
Position Code: XXXXX
Job Classification: Exempt

Supervisor: Information Systems Analyst
Pay Grade: 36
Contract Length: 245 Days

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 7/14 (JB)