

Job Description: NETWORK SECURITY ADMINISTRATOR

CLASS NO. 503

EEOC CATEGORY: Professionals

PAY GROUP: 24

FLSA: Exempt

SUMMARY OF POSITION

The Security Administrator's role is to ensure the secure operation of the computer systems, servers, and network connections. This includes checking server and firewall logs, scrutinizing network traffic, establishing and maintaining virus/security/filtering systems, and troubleshooting. This person will also analyze and resolve security and vulnerability issues in a timely and accurate fashion. Coordinates with the Information Technology Committee to improve and maintain IT systems. Coordinates with the IT and Communications Directors about day-to-day operations and projects.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Commissioners' Court
2. Other: Has daily contact with technical team members, department heads and employees, county officials and the general public.

EXAMPLES OF WORK

Essential Duties*

- Deploy, manage and maintain security systems and their corresponding or associated software, including but not limited to firewalls, web-filtering, and anti-virus systems.
- Interact and negotiate with vendors, outsourcers, and contractors to obtain protection services and products.
- Recommend, schedule, and perform security/network improvements, upgrades, and/or purchases.
- Administer and maintain end user accounts, permissions, and access rights.
- Manages Group Policies for county network.
- Manages servers and their associated operating systems and software.
- Manages network hardware and equipment, including routers, switches, hubs, and UPSs.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
1/2012

CLASS NO. 503 (Continued)

- Assists Sheriff's Department with mobile data systems and Libraries with Cassie information system
- Coordinates with other departments on related needs and projects, and assists for IT Director when not available.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have a working knowledge of networking, phones, and computer systems;

Ability to communicate effectively by both oral and written forms;

Ability to organize and handle multiple, simultaneous tasks with limited time constraints;

Ability to work with minimal supervision;

Ability to perform maintenance, work on projects, or troubleshoot problems before or after hours when necessary.

Must have valid Texas driver's license.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in a related field (computer science, information systems, etc.), plus at least two years of related experience;

or high school graduation, or its equivalent, plus at least six years of related experience, at least one of which involved supervision;