

**TITLE:** Computer Security Administrator, Information Systems

**QUALIFICATIONS:** Education & Experience

1. Associates of Arts Degree from an accredited institution with courses related to technology, or graduation from a certified or technical program. Two years of experience with Data security in an information systems environment.

Or

2. Four years of experience with Data security in an information systems environment.

Knowledge of

1. Principles and practices of computer science and information systems.
2. Principles and techniques of various tools and software used for data security management across multiple platforms and systems.
3. Methods and techniques of identifying and satisfying data security requirements.
4. Principles and methods to review and analyze security reports and logs.
5. Methods and techniques of effective problem resolution.

Expectations

1. Ability to work independently and as part of a team.
2. Ability to communicate clearly and concisely, both orally and in writing.

**REPORTS TO:** Systems Programmer

**SUPERVISES:** N/A

**JOB GOAL:** To ensure the District's Information Systems maintained computer data is secure and employees have the appropriate access to perform their job functions.

**ESSENTIAL FUNCTIONS:**

1. Utilizes tools appropriate for the supported systems and platforms to assign and maintain userids and profiles in accordance with the School District's policies.
2. Provides support to customers having computer access issues such as invalid passwords.
3. Provides support for Systems Analysts on development and re-design of applications to ensure the computer data is properly secured and the customers have appropriate access to perform their responsibilities.
4. Performs reviews of the various computer security logs on a regular basis, following Information Systems Department policies for reporting possible security violations.

5. Troubleshoots, analyzes and solves problems with security access related problems quickly and accurately.
6. Develops and maintains security reports using the reporting tools on the different platforms for verification of access as necessary.
7. Performs other incidental tasks and assumes other responsibilities consistent with the goals and objectives of this position.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

**PHYSICAL REQUIREMENTS:**

1. Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.
2. Frequent repetitive motion for operation of a keyboard and a mouse.
3. Frequent sitting, standing or walking for long periods.
4. Frequent reading/writing close-up work.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary established by the Board.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of supervisory/technical personnel.

Approved: 10-21-03

Revised: 07-01-05