



## **Title: IT Security Administrator**

**FLSA STATUS:** Exempt from overtime under FLSA

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from IT Director  
This is a non-supervisory job classification

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Certified Information Systems Security Professional (CISSP) or Certified Information Security Manager (CISM), upon hire.
  - TOC-D certification within 6 months of hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting
- Comptia Security +, CCNP, CCNA or CEH certifications are desirable.

### **JOB SUMMARY**

The purpose of this position is to monitor information technology security and the safekeeping of information and technical resources, to ensure the confidentiality, integrity and availability of data and information systems throughout the City is maintained, and to develop and administer processes and procedures assuring compliance with government and industry regulations. Analyzes and complies with applicable laws; monitors and implements access controls; performs vulnerability assessments, audits, and testing; develops policies and procedures; researches, communicates, and coordinates with management, Council, and external contacts; provides information security consulting to other departments; attends meetings and presentations.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Oversees implementation of information security for software / hardware projects. Conducts meetings; researches topics; prepares presentation information and other support data; documents meeting details; researches and recommends solutions; prepares and presents proposals; chairs the IT Security Committee.
2	Monitors IT security systems, applications and resources for incident and event information to ensure no unauthorized access affects the confidentiality, security, integrity, and availability of City computing resources.
3	Develops and updates policies and procedures to ensure compliance with applicable laws and regulations. Analyzes vendor products, industry trends, methods, and procedures; identifies best practice standards and compliance requirements; communicates with outside agencies.
4	Consults with other departments to maintain confidentiality and compliance. Performs various audits; serves on committees; partners with departments on department specific data security and integrity needs; analyzes public record obligations and record retention laws / practices.
5	Maintains the IT disaster recovery plan (DRP). Consults with external departments and internal IT areas to acquire and update DRP process information required to recover IT computing functions in event of disaster situation.
6	Performs information security risk assessments. Includes vulnerability scanning, threat determination, and risk ranking to identify areas of greatest risk; meets compliance requirements.



7 Maintains the annual employee information security awareness training program to meet City training requirements.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

**Physical strength for this position is indicated below with “X”**

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary	X	Light		Medium		Heavy		Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**Work Environment for this position is indicated below with “X”**

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.

Office	X	Outdoors		Vehicle		Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanners, copy / fax machine, telephones, smart phones and related software, network monitoring tools.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.