



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	ADMINISTRATOR CYBERSECURITY
DIVISION	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8524
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, coordinates, and monitors systems hardware and application software. Equips and manages Active Directory users and groups as well as email mailboxes, distribution lists and resources. Coordinates information security initiatives with vendors and auditors. Monitors information security risks and enhances the district's cybersecurity posture by implementing, testing, and managing information security best practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Equips and manages users and groups in Active Directory and assigns approved resources and network privileges; manages and administers email mailboxes, distribution lists, and related resources

Equips and manages all aspects of systems security and ensures auditing requirements are met for all security access; works with internal stakeholders and coordinates with outside vendors/agencies during information/cybersecurity assessments, audits, and exercises

Creates, records, verifies, audits, and maintains the changes effected to privileged access across the technology infrastructure, and engages with other staff in promoting and sustaining effective enterprise change management practices

Tests data center hardware and software changes prior to deployment to ensure security best practices; promptly documents and disseminates findings to the team members and subsequently collaborates with team members to satisfactorily resolve issues discovered during the tests

Performs risk analysis and implements recommendations for application security, access control, and enterprise data safeguards to defend systems against unauthorized access, modification or destruction

Identifies opportunities to reduce information security risks and promptly documents and communicates mitigation options to team members and management

Conducts data and system security tests to ensure compliance with applicable laws, SLAs, and policies; enhances the District's overall cybersecurity posture by designing, implementing, testing, and maintaining verifiable and repeatable industry-standard practices to ensure the integrity, availability, and confidentiality of sensitive data and reports on findings and recommendations for corrective action

Monitors system, access, and security logs and reviews threat analytics including defining and running daily health checks on applicable technology and infrastructure systems as required; responds to system alerts and security incidents in a primary contact role during or after business hours, while engaging with other team members and stakeholders within and outside of the organization, to mitigate cyber-security risks

Stays abreast of emerging threats and vulnerabilities and designs, communicates, and implements best practices to secure information and to enhance the availability and integrity of information and infrastructure systems; assesses, tests, and recommends new security products and technologies where necessary

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing and reaching, with the ability to lift, carry, push or pull moderate weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in computer science or related field

Two (2) years of demonstrable and verifiable experience supporting the hardware and systems infrastructure focused on information security

A current, relevant, and industry-recognized certification or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

Effective communication skills

DESIRABLE QUALIFICATIONS

Strong understanding of NIST, ISO cybersecurity frameworks

Analytical, conceptual, and problem-solving abilities

Ethical hacking and penetration testing/vulnerability assessment experience

Experience in a diverse workplace