



JOB DESCRIPTION

Position Title: IT Security Administrator
FLSA Classification: Exempt
Pay Grade: 17
Reports to: IT Manager
Service Area/Department: Information Technology

PRIMARY PURPOSE

Under the direction of the IT Manager, plans, implements and monitors security protocols for the protection of the agency's data and network security, desktop, mobile, and computer hardware. Ensures the agency is protected against security breaches, unauthorized access, modifications, or destruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Regular and consistent attendance is an essential function of this position.

1. Reviews agency security systems and identifies solutions.
2. Monitors network traffic for suspicious behavior and reviews reports provided by security software and systems.
3. Collaborates with managers, executives, staff and others on data access needs, security threats and programming modifications and provides technical advice on the best security practices.
4. Develops, updates and implements security protocols, network policies and authorization roles.
5. Implements plans to safeguard computer data against accidental or unauthorized access, modifications, disclosure, destruction or other breach.
6. Configures security systems including firewalls and anti-virus software, analyzes security requirements, and recommends improvements.
7. Performs risk assessments, audits and tests to identify and defend against threats and to ensure proper functioning of systems and security measures.
8. Develops disaster recovery plans and responsible for backup of company information in case of disaster or data loss.
9. Coordinates staff training on IT security protocols and promotes security awareness.
10. Addresses online security services and software questions and concerns.

OTHER DUTIES AND RESPONSIBILITIES

May perform other duties as assigned.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in Computer Science, Information Systems, Cyber Security, or a related field with 5 years of work experience in computer and network security for a large organization.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

1. Thorough understanding of computer-related security systems, including firewalls, encryption, password protection and authentication, and site-specific controls on physical access to computers.
2. Thorough understanding of computer programming and risk assessment.
3. Ability to install security software to monitor system usage.
4. Working knowledge and ability to operate computers and Microsoft Office Suite/365 and related software.
5. Ability to read, analyze and interpret IT related scientific and technical journals.
6. Effective problem-solving, critical thinking and analytical skills.
7. Effective communication and organizational skills.
8. Ability to interact with people of diverse social, cultural, economic and education backgrounds.
9. Excellent customer service skills.
10. Ability to work independently and within a project team.

OTHER JOB REQUIREMENTS

- Enrollment in Oregon's Central Background Registry.
- Ability to pass an agency sponsored physical examination and communicable disease assessment.
- This position may require driving a personal vehicle, a current driver's license, and auto insurance coverage.

JOB CONDITIONS

This position operates in an office environment. In addition, there may be frequent interruptions, evening or weekend work, and working additional hours during peak periods.

PHYSICAL DEMANDS

In the normal workday, there may be continuous sitting with occasional standing and walking. Work may include frequent lifting and carrying up to 10 lbs. For a detailed physical job description, please contact Human Resources.

TRAVEL

Occasional travel is required throughout the state often in inclement weather.

NOTE: This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee; rather, it is intended only to describe the general nature of the job. At all times, employees will be required to follow any instruction and perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Signature _____ **Date** _____