

<b>Job Title:</b>	Technology Security Specialist	<b>Wage/Hour Status:</b>	Daily, Exempt
<b>Reports to:</b>	Technology Security Manager	<b>Pay Grade:</b>	504
<b>Dept. /School:</b>	Information Technology (IT)	<b>Date Revised:</b>	September 17, 2024

**Primary Purpose**

Provide advanced support of the district's information, security & technology (IST) security programs, operations, systems and controls. Identify, evaluate, and report IST security risks and incidents, and ensure compliance with regulatory requirements. Monitor and maintain the technology security posture of the district and collaborate with district stakeholders to implement IST security policies and standards.

**Qualifications****Education/Experience/Certification**

- Bachelor's Degree and three (3) years' experience in Public Safety, Emergency Management, Engineering, Information Security, Technology, Technical & Security Communications, or related field.  
OR
- Associate degree in information & technology security or related field and (5) years' years' experience in Public Safety, Emergency Management, Engineering, Information Security, Technology, Technical & Security Communications, or related field.  
OR
- High school diploma/GED and seven (7) years' experience in public safety, emergency management, engineering, technical & security communications, surveillance, information security, audio, video & technology systems; networking & audio system maintenance, access controls, project management, camera and video apparatuses, servers, communication switches, electronics, computing, and infrastructure platforms.
- Technical certification(s) such as Cisco, Microsoft, CompTIA Network +, or CompTIA Security+, or CompTIA Advanced Security Practitioner (CASP), or CCNA-Security certification courses or similar specialized in technology, networking and/or electronic coursework may be substituted for two (2) years of experience.
- Valid Texas/New Mexico driver's license, insurable by the district's auto liability insurance carrier; subject to district's drug and alcohol screening policy and regulation.
- Must maintain valid certifications, as required & determined, for the district's technology, safety & security systems, and programs.

**Special Knowledge/Skills**

- Understand of enterprise technology, information and cyber security administration, forensics, security technical systems & architectures, monitoring, investigations, security incident assessment, response and recover methodologies, policies, standards and processes.
- General knowledge and ability to implement security controls across a heterogeneous environment with emphasis in a Windows environment, on-premises, and cloud environments.
- Knowledge of enterprise technology security strategies, LAN, WAN, wireless network & infrastructure architecture design, installation, administration, and software applications to include network servers, DNS, DHCP, INFOBLOX and associated IST equipment and apparatuses.
- Understand of Perimeter Firewall (i.e., Palo Alto), Web Content Filter Appliance, infrastructure security, VPN/Remote Access, and configuration.
- Demonstrate knowledge of various operating systems including MS Windows, MS 365, Active Directory, Google, and Apple.
- Knowledge of standard encoding methods for evidence delivery to law enforcement agencies, penetration testing and ethical hacking.
- Ability to identify vulnerabilities and implement solutions to mitigate attacks on networks and systems.
- Knowledge of enterprise information security, assurance applications, public safety, emergency management, crime prevention and/or investigative techniques.
- Advanced knowledge of cloud computing, device operating systems and applications.

- Understand of VMware server infrastructure, Microsoft Networking, Windows server operating systems, Domain, Active Directory, Exchange, INTUNE, AZURE, storage sub-systems, SAN, e-mail administration, sandboxing, content-filtering, security management products, workstation and mobile device management, database, and support systems.
- Good written and verbal communication and presentation skills with the ability to make technical issues understandable to a wide-ranging audience.
- Team player with ability work in customer and teamwork service-oriented environment and exercise independent judgment and discretion in performing duties and responsibilities.
- Keen ability to multitask, flexible and agile in addressing changing work priorities and meeting goals.
- Demonstrate personal integrity, adhere to core values and ethics, embody honesty and trustworthiness, and consistently uphold information security governance protocols to maintain and safeguard the confidentiality of the district's information and systems.

### **Major Responsibilities and Duties**

1. Provide support in the implementation and enforcement of IST security policies, standards, and guidelines.
2. Support district information technology security programs, processes, and provides technical assurance and guidance district-wide to include training, employee & student orientation and IST security awareness.
3. Process requests to grant computer, systems and/or network access privileges as approved by designated members of management or data owners.
4. Support cybersecurity, intrusion prevention, intrusion and endpoint detection and response, virus protection, and identity and access management.
5. Organize and communicate with campuses & departments for IST security projects, training, and/or an audit.
6. Configure and monitor district security systems, notifications, mitigate and reports any risks.
7. Provide support for security control implementation, cyber analytics techniques, including threat hunting, system configurations and forensics district wide.
8. Assist in IST security awareness and training for the district to include communication via email, newsletters, online courses, social media, employee, department & campus orientation.
9. Investigate all security incidents, access violations, data corruption or loss, cybersecurity, and takes appropriate action and reports findings.
10. Assist with security appliances, applications, and security measures to protect against threats such as spam or phishing, troubleshooting technical issues, ensuring compliance with relevant regulations and policies, and providing support to users
11. Collaborate on technology projects, district initiatives and/or duties as directed.
12. Assists with technical security related equipment and controls, to include access controls, smart devices, intrusion detection, panic buttons, surveillance cameras and equipment needed for full operability of the district's physical security systems.
13. Work with District Security teams and local public safety entities on district/campus emergency and safety communications systems planning & management to include law enforcement and first respondent
14. Create and maintain accurate technology security documentation, training materials, system diagrams, IST procedures, standards and other documentation as required by project deliverables.
15. Responsible for assigned district vehicle, vehicle inventory, materials, tools, and documentation necessary in the performance of duties.
16. Maintain a professional level of confidentiality concerning personnel and student information.

### **Other Responsibilities**

17. Attend meetings, staff developments and school functions as directed
18. Follow established safety procedures to perform job duties.
19. Maintain a professional code of ethics and professionalism approach to job duties as assigned.
20. Support the goals and objectives of the school district and follows district policy.
21. Attend work on a regular and routine basis to avoid disruption to district operations.
22. Adhere to the department and district mission, goals, core values and objectives.
23. Provide optimal customer services to all students, employees, and district stakeholders,
24. Stay abreast of industry trends, technological advances and security & safety school requirements.

- 25. Sustain and adhere to IST Professional’s Code of Ethics and Standards of Conduct.
- 26. Perform any other duties as assigned by the appropriate supervisor

**Supervisory Responsibilities**

May assist in personnel supervision as assigned.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Frequent district-wide travel. Occasional prolonged and irregular hours, with availability for emergency coverage. Work with frequent interruptions. After-hours/holiday/weekend work for upgrades, maintenance, troubleshooting and projects. Must be able to lift, carry, push and/or pull up to fifty (50) pounds frequently; work under inclement weather conditions; exposure to extreme temperatures, chemicals and loud noises; be adaptable to work a shift schedule and/or hours than regularly assigned; extended periods of walking, standing, bending, reaching, kneeling, stooping, heavy lifting and carrying. Work indoors and outdoors. and around moving objects or vehicles; ladders or scaffolding.

**Terms of Employment**

226 days; hourly rate to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.