

<b>Job Title:</b>	Information Security Systems Administrator	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Information Security Officer	<b>Pay Grade:</b>	505
<b>Dept./School:</b>	IT	<b>Date Revised:</b>	July 1, 2021

### Primary Purpose

Provide technical assistance with the design, installation, operation, service and maintenance of security controls to maintain operational security posture to ensure information systems security policies, standards, and guidelines are established and followed. Manage and perform day-to-day security aspects for information systems.

### Qualifications

#### Education/Certification

Bachelor's Degree in computer science or related field

*OR*

Five (5) years' experience installing, maintaining, and repairing computers, peripherals, network, and software applications CompTIA Network+, or CompTIA Security+, or CompTIA Advanced Security Practitioner (CASP), or CCNA-Security Valid Certification

#### Special Knowledge/Skills

- Intermediate/advanced knowledge of information assurance systems applications
- Intermediate/advanced knowledge of enterprise system security
- Intermediate/advanced knowledge of LAN/WAN technologies
- Ability to diagnose and implement security controls across multiple system devices and network transport technologies
- Intermediate/advanced knowledge of penetration testing and ethical hacking
- Ability to identify vulnerabilities and implement solutions to mitigate attacks on systems
- Self-motivated and directed
- Ability to read and communicate effectively (verbal, written, electronically),

### Major Responsibilities and Duties

1. Provide technical advice to support the implementation and enforcement of security policies, standards and guidelines
2. Assist in the evaluation of security solutions to ensure they meet security requirements for processing classified information.
3. Provide in-depth technical advice for investigations of information security incidents
4. Provide technical advice to those who install, administer and update computer-based identity management and access control systems
5. Run vulnerability identification software packages and related tools to immediately highlight errors in systems configuration, the need for the update of software with fixes and patches, and other security related changes
6. Configure and tune Intrusion Detection Systems (IDs) and Intrusion Prevention Systems (IPSs) to ensure that only authorized personnel have access to District's systems and networks, and that only authorized activity is taking place on District's systems and networks
7. Assist the Information Security Officer with the documentation of information security incidents as well as the root cause analysis
8. Assist with the selection, installation and adoption of automated tools that enforce or monitor the compliance with information security policies, procedures, standards, and similar information security requirements
9. Designs, develops, delivers or oversees the delivery of, classroom training and/or other information security awareness programs
10. Process requests to grant computer and/or network access privileges that have been approved by designated members of management or data owners
11. Develops or supports the development of automated mechanisms that analyze the security violations found in access control logs to discover patterns and evidence of problems

- 12. Participate in, and acts as a technical leader in, periodic information systems risk assessments including those associated with the development of new or significantly enhanced business applications
- 13. Evaluate requests for change for any configurable items that may affect the confidentiality, integrity or availability of District's applications
- 14. Maintain operational security posture for the district systems or projects.
- 15. Assist with the planning, coordination and implementation of Information Technology security programs and policies
- 16. Assist with management of security aspects of systems and perform day-to-day security operations of system devices.
- 17. Provide support for a program, organization, system, or enclave's information assurance program.
- 18. Maintain professional and customer-service oriented demeanor.
- 19. Perform other duties as assigned by supervisor.

**Equipment Used**

Computer workstation and printers

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

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

Office environment. Maintain emotional control under stress. Work with frequent interruptions. Prolonged use of computer and repetitive hand motions.

**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.

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

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

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

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

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

My supervisor has reviewed this job description with me and has provided me 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, Rosa Ramos at , at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.