

<b>Job Title:</b>	Information Security Network Administrator	<b>Wage/Hour Status:</b>	Daily, Exempt
<b>Reports to:</b>	Information Security Manager	<b>Pay Grade:</b>	505
<b>Dept. /School:</b>	Technology Services	<b>Date Revised:</b>	February 8, 2021

**Primary Purpose**

Maintain operational security posture for the District network, to ensure information systems security policies, standards, and procedures are established and followed. Manage security aspects of the information system and performs day-to-day security operations of the network.

**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 certification

**Special Knowledge/Skills**

- Intermediate/advanced knowledge of information assurance network applications
- Intermediate/advanced knowledge of enterprise network security
- Intermediate/advanced knowledge of LAN/WAN technologies
- Ability to diagnose and implement security controls across multiple network 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 networks
- Self-motivated and directed

**Major Responsibilities and Duties**

1. Provide support to Information Security Manager (ISM) for implementing, and enforcing network security policies, standards, and methodologies.
2. Assist in the evaluation of security solutions to ensure they meet security requirements for processing classified information.
3. Assist with the CM for network security software, hardware, and firmware.
4. Assist with preparation and maintenance of documentation.
5. Maintain records, including workstations, servers, routers, firewalls, intelligent hubs, network switches and system upgrades.
6. Evaluate security solutions and ensure security requirements are met for processing classified information.
7. Propose, coordinate, implement, and enforce network security policies, standards, and methodologies.
8. Maintain operational security posture for the district network or projects.
9. Provide support to the (ISM) for maintaining appropriate operational IA posture for networks.
10. Develop and maintain documentation for C&A in accordance with District Information Security Policy.
11. Develop and update the security plan and other IA documentation.
12. Provide CM for security-relevant network technologies.
13. Assist with management of security aspects of network and perform day-to-day security operations of network devices.
14. Develop network specific security policy and ensure compliance.
15. Plan and coordinate IT security programs and policies.
16. Manage and control changes to network and assess security impact.
17. Obtain C&A for network devices under their purview.
18. Provide support for a program, organization, system, or enclave's information assurance program.

- 19. Serve as approval authority for respective network devices.
- 20. Maintain professional and customer-service oriented demeanor.
- 21. 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. Reading, ability to communicate effectively (verbal, written, electronically), 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.

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

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

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

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

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

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

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

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

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

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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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.