

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

NETWORK SECURITY ANALYST

QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, or a related field **OR** High School Diploma, equivalence, or Florida Special Diploma and a minimum of three (3) years of related work experience in programming/systems analysis.

KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of Microsoft Windows server and UNIX/Linux operating systems.
- Working knowledge of firewalls.
- Working knowledge of network hardware and software.
- Working knowledge of anti-virus and anti-malware programs.
- Working knowledge of HTTP, DNS, DHCP, SSH, and SFTP protocols.
- Programming experience using compiled languages and/or Windows batch scripts.
- Experience with security audits and penetration testing.
- Ethical Hacking or other security certifications are a plus.
- Use of digital data collection software is a plus.
- Ability provide application support in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO Administrator, Information Security Officer
SUPERVISES No supervisory duties

POSITION GOAL

To manage and monitor information technology (IT) and data security through the use of current and emerging security technologies and to create and maintain a healthy culture of security awareness throughout the organization.

PERFORMANCE RESPONSIBILITIES

1. *Ensure all district servers and applications are properly secured from internal and external threats.
2. *Examine security logs on a routine basis for any anomalies.
3. *Ensure the findings from security audits are properly implemented.
4. *Manage firewall policy and make changes in accordance with security policies and change control procedures.
5. * Assist with security patching of servers/clients throughout the district.
6. *Assist with management of DHCP services.
7. *Provide backup Virtualization environment support.
8. *Provide technical application support for wireless network administration.
9. *Provide backup Windows system administration.
10. * Assist in internal and external penetration testing of district applications.
11. *Use digital collection software to perform forensic investigations as directed by HR.

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12. *Coordinate with third party vendors in problem resolution, research, maintenance, and testing of security products.
13. Perform other duties as assigned by the Administrator, Information Security Officer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Network Equipment, Standard Office Equipment, PCs

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Finger Dexterity Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AS-E \$52,495 - \$93,223
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function 7750
Job Code 1696
Survey Code 77210

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020
September 13, 2011

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo