



Dist Coord 8 / Network Sec Eng

Purpose Statement

The job of Dist Coord 8 / Network Sec Eng is done for the purpose/s of developing, implementing, and maintaining the network/telecommunication infrastructure that supports the District network. Assisting the Network Engineer in evaluating, designing, implementing, installing and documenting network/telecommunication components associated with the District's information technology infrastructure; providing support as necessary to restore services when failures occur. Designing, implementing, and maintaining data network security policies, plans and procedures; ensuring that security policies are applied and maintained for network devices, firewalls and servers.

This job reports to Director of Technology

Essential Functions

- Administers Administers systems and servers related to district LAN and WAN (e.g. . IP assignments, VOIP, network, wireless, security, antivirus, spyware, etc.) for the purpose of ensuring availability of services to authorized users.
- Administers, designs, implements, and maintains wireless infrastructure. for the purpose of
- Assists with overseeing the operation of the network center (e.g. monitoring temperature, organizing materials, ensuring availability of materials, etc.) for the purpose of ensuring efficient operations.
- Coordinates with the Network Engineer and is responsible for the continuity of operation of the District network in the event the Network Engineer is unavailable. for the purpose of
- Designs and implements security infrastructure and policies both physical and virtual (e.g. access control, surveillance cameras, network intrusion detection/prevention, anti-virus, internal/external firewalls, etc.) for the purpose of
- Directs trainings and discussions with IT staff and end users for the purpose of implementing and integrating computer technology into the classroom.
- Evaluates and troubleshoots technical problems that arise within the security infrastructure. for the purpose of
- Installs network software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.
- Leads the development and implementation of educational efforts to promote information for security awareness to district-wide technical staff and end-users. for the purpose of
- Maintains network operations and software applications (e.g. servers (file, print, application, WEB, database, proxy, etc.), operating systems, district-wide server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
- Maintains awareness of new developments in the security industry including alerts, bugs, vulnerabilities and viruses; evaluates and reports on their potential impact. for the purpose of
- Manages and maintains inventory of stored network and infrastructure equipment. for the purpose of
- Manages, installs, and maintains copper and fiber optic infrastructure. for the purpose of

- Monitors security measures within the network perimeter, minimizes security breaches and safeguards information from unauthorized users. for the purpose of
- Monitors real-time network visualization software to acquire the operational status of critical network devices for the purpose of troubleshooting network hardware, network software, and monitoring internet/intranet bandwidth utilization. for the purpose of
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in 24/7 on-call network incident resolution for infrastructure, security or other network related outages. for the purpose of
- Performs active and passive security tests on the network (e.g. vulnerability scans, protocol analysis, penetration testing, etc.) for the purpose of detecting threats to the network.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials and electronic materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches trends, products, equipment, tests, etc for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.
- Reviews infrastructure/network security components and coordinates with the Director of Technology to develop appropriate risk mitigation strategies. for the purpose of
- Troubleshoots malfunctions of network hardware and/or software applications within the Districts local and wide area networks, telephones and security systems (e.g. servers, hubs, routers, network protocols, etc.) for the purpose of resolving operational issues and restoring services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 8