

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	IT Security Analyst/System Administrator	Range:	55
Date Revised:		Date Approved:	April 1, 2008

PRIMARY PURPOSE

This position is responsible for evaluating, designing, and assisting in the development and implementation of information security solutions for the District. The incumbent also assists in the design, installation and maintenance of enterprise server systems. Responsibilities include performing technical procedures that are necessary to ensure the safety of information systems assets from intentional or inadvertent access or corruption; providing consultation and training on security topics for information technology professionals and functional end users; and providing technical assistance and work direction to personnel as assigned.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Develops, implements, and maintains information security program standards and procedures for administrative and academic systems; provides for incident response and remediation support.
2.	Performs auditing, reporting, documentation, and review of information security vulnerabilities and threats; performs vulnerability scans of data networks and computing devices.
3.	Works with systems, network and applications staff to correct security-related vulnerabilities and events when detected.
4.	Provides leadership, work direction, technical advice, and problem-solving assistance to technical staff regarding information security program standards and procedures; acts as a technical liaison with District and campus staff in facilitating information security programs.
5.	Ensures that systems software is properly installed, configured, tested and tuned to maximize information security and operating efficiency; develops logical sequences of steps to be used to produce intended results.
6.	Participates in the design, selection, implementation and maintenance of new products and technologies relating to information security.
7.	Assists and supports higher-level technical personnel with all aspects of planning, design, development, coding, testing, debugging and implementation of complex systems administration for a variety of operating systems.
8.	Monitors, evaluates and maintains systems to ensure minimal interruption of production systems and ensure maximum system performance and availability.
9.	Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The IT Security Analyst/System Administrator maintains frequent contact with various District departments and personnel, IT management and staff, outside contractors and information systems vendors.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Computer Science, Information Systems, or related field and a minimum of three (3) years of experience in programming, operating systems, and data communications networks, including leadership experience.

OR

Associate Degree in Computer Science, Information Systems, or related field and a minimum of five (5) years of experience in programming, operating systems, and data communications networks, including leadership experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of information technology security standards and requirements
Knowledge of information technology security trends and tools
Knowledge of LAN/WAN networks, operating systems, and enterprise servers
Knowledge of computer hardware and software, and related peripherals
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Knowledge of interpersonal skills using tact, patience and courtesy
Ability to plan, lead, coordinate and conduct major project or phases of projects
Ability to provide technical advice and leadership to the District
Ability to write and update technical documentation
Ability to work independently with little direction
Ability to communicate efficiently both orally and in writing
Ability to assign work and provide technical work direction to others
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College or District information systems office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.
