

## IMPERIAL COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE: Security Systems Specialist**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide technical leadership, coordination and planning in support of ICCD's IT Security systems and initiatives; and design, develop, test, install, monitor, and maintain information technology (IT) security systems for the district.

#### **REPRESENTATIVE DUTIES:**

Serve as the security engineer supporting security initiatives district-wide and advising District office and College IT staff on IT Security matters. *E*

Coordinate with District IT staff in troubleshooting and resolving IT Security related support requests in a timely manner. *E*

Coordinate team efforts to research, select, plan, implement and support effective IT Security controls, monitoring tools and practices. *E*

Assist with performing periodic and scheduled IT security audits, vulnerability scans and/or risk assessments to identify vulnerabilities and potential threats and recommend mitigation practices. *E*

Conduct assessments, recommends, and implements strategies for ensuring Security compliance requirements. *E*

Monitor security systems and identify, diagnose, resolve and report IT security problems and incidents; coordinate and conduct investigations of breaches in IT Security; respond to emergency IT security situations. *E*

Assist with maintaining vendor contacts, partnerships, and relationships related to the implementation and support of IT security architecture and programs. *E*

Research, recommend and facilitate adoption of IT Security Standards for ICCD IT systems and networks. *E*

Monitor external IT Security threat environment for emerging threats and make recommendations on appropriate course of action to avert threats. *E*

Assist with developing, maintaining, and presenting IT Security awareness training for staff and faculty. *E*

Assist with developing and maintaining documentation for IT Security architecture and programs. *E*

Provide technical assistance to IT staff for other IT Security, Network and Systems as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current desktop and server operating systems.
- IT architecture including data centers, cloud deployment, and containers.
- Networking including routing and switching concepts, Ethernet, and wireless networking.
- Programming or scripting ability.
- Security Protocols.
- Security assessment and scanning tools.
- Detection and monitoring tools including network-based software and appliances, and endpoint detection and response software.
- Computer forensics and incident response tools and procedures.
- Security standards and frameworks.

**ABILITY TO:**

- Effectively interact and negotiate with vendors.
- Assess and remedy system performance problems.
- Troubleshoot and resolve complex hardware and software problems.
- Plan, organize, implement, and complete complex IT security projects.
- Work independently with little direction.
- Meet deadlines.
- Learn new skills and adapt to changes in technology.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Bachelor's degree in computer science, information technology, or a related field and three years of experience in a system administration, networking, or IT security role.

**OR**

Associate's degree in computer science, information technology or a related field and five years of experience in a system administration, networking, or IT security role.

**OR**

A high school diploma, GED or equivalent certificate of competency and seven years of experience in a system administration, networking, or IT security role.

*Preferred: One or more relevant technical security certifications such as the CCNA: Security, Offensive Security Certified Professional (OSCP), or a SANS certification.*

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**Security Systems Specialist / Classified / Range 33**

**Approved 3-17-21**

## WORKING CONDITIONS:

### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work

### PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent

3. Often = 51-75 percent

2. Occasional = 25-50 percent

4. Very Frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

2 b. Ability to stand for extended periods of time.

4 c. Ability to sit for extended periods of time.

4 d. Ability to see for purposes of reading printed matter.

2 e. Ability to hear and understand speech at normal levels.

4 f. Ability to communicate so others will be able to clearly understand a normal conversation.

2 g. Ability to bend and twist.

2 h. Ability to lift 25 lbs.

2 i. Ability to carry 25 lbs.

4 j. Ability to operate office equipment, computer or related peripherals.

3 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*