

JOB TITLE	DEPARTMENT	REPORTS TO
Cyber Security Analyst	ITS	Network Manager/Chief Operations Officer

Position No: 82020	Length of Work Year: 12 Months
Salary Schedule: P30	Date Approved: 6/29/04
FSLA: Exempt	Date Revised: 7/17/24

JOB GOAL
Is responsible for developing and implementing data security systems that will provide detection, prevention, and containment and deterrence mechanisms to protect and maintain the integrity of data files throughout the school district.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent; higher education in Computer Science and/or technical certifications in Microsoft or Cisco network systems and Security related certifications (e.g., CISA, GSNA, GSAE) preferred. 2. Must possess expert technical knowledge of the hardware and software associated with LANs, WANs and telecommunication systems (e.g., routers, switches, firewalls, patch panels, modems, LAN/WAN communication protocols, Server OS, desktop operating environments, various transmission systems and associated management software.) Microsoft Certified Systems Engineer, Cisco Certified Network Administrator, and A+ certifications are highly desirable. 3. Minimum of five (5) years working in a similar capacity. 4. Good understanding of authentication technologies, e.g. TCACS, radius, 2-factor, SSL, password file. 5. Working knowledge of anti-virus software functionality and capabilities. 6. Knowledge of data communication standards and protocols. 7. Experience building, deploying, and automating application security testing. 8. Ability to perform functions of the job.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To ensure that all approved users have filtered access to Internet sites. 2. To develop and maintain policies, procedures and standards that are designed to protect computer programs, data bases and data files from unauthorized or accidental duplication, modification, or destruction. 3. To establish and maintain correct access rules defining who has permissions to which data sets and under what circumstances. These rules will be maintained in servers, routers, fire walls, filters and applications. 4. To refine and implement the current data security plan according to established time lines. 5. To present information to management and makes recommendations for technical security architecture changes and resources (e.g., hardware, software and telecommunication equipment) to ensure equipment/software meets current and future requirements. 6. To provide technical and functional leadership on complex projects. 7. To work with departments and schools to solve security problems with available technologies. Reviewed: 6/29/04 8. To maintain controls to limit virus exposure and regularly scans critical IT assets for the existence of new virus threats. Develop procedures to ensure that all desktops, servers and network devices have the latest virus definitions and system updates.

9. To create, develop and maintain a security awareness program that provides communication on security best practices and the effect they have on the school district.
10. To monitor/subscribe to alerting services that provide up to the minute advisories on potential threats. Analyze the applicability and risk associated with each of the advisories based on the IT infrastructure.
11. To perform self-assessments to validate that all the latest security patches have been applied and all systems have been security hardened with the minimal services required to perform the necessary functionality.
12. To develop procedures to quickly recover damaged files/servers in the event of a malicious or inadvertent attack.
13. To develop a regularly scheduled security reporting system that identifies breaches and documents the current security environment.
14. To perform assigned tasks in a timely and efficient manner with a high standard of quality.
15. 16. To perform other duties as assigned by the Networking Manager/MIS Director.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.