

Job Description

Job Title:	Network & Security Specialist
Department:	Innovation and Technology Systems
Reports to:	Director, Innovation and Technology Systems
FLSA Status:	Exempt
Pay Grade:	\$75,000 - \$85,000
Approval Date:	November 16 th , 2020
Review/Revision Date:	November 13 th , 2020
Funding:	Grant
Duration:	Indefinite

SUMMARY: The Network Administrator Performs advanced (senior-level) network work. Work involves overseeing activities associated with a local area network or wide area network, network security Internet, and other data networks; planning, designing, and integrating data telecommunications networks; designing, installing, and monitoring networks; monitoring and analyzing existing hardware and software; developing policies and procedures; and evaluating potential network enhancements. This position will report directly to the Director of innovation and Technology and provides recommendations and insight on our IT operations and strategy.

A position utilizing this classification will be designated as security sensitive, according to Vernon's Texas Codes Annotated, Labor Code, Section 301.042.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities and Technical Skills:

- Cisco Firewall ASA, Routing and Switching, Call manager (CUCM) Design, Implementation, and Administration, Unity Connection (CUC)
- Vulnerability Discovery, Analysis and Mitigation
- Network Auditing and Traffic Analysis (Wireshark)
- Design, Implementation, and Administration IPS/IDS solutions
- Datacenter Administration, Best practices in relation to Cyber Security
- IP Address Scheme Design, Cisco Meraki Wireless (Enterprise WLAN) design/implementation/administration
- Enterprise Wireless administration
- ASA Vulnerability Analysis (Global), Disaster Recovery Strategies
- Network Documentation Diagrams (Visio)
- Proof of Concept (Pilot Testing) of various solutions
- TACACS, Antivirus and Encryption Administration
- Branch office deployments (full network infrastructure)
- Vulnerability Identification and Mitigation strategies
- Wireless Spectrum Analysis, Site-to-Site, Remote access VPN with ASA
- Enterprise Monitoring Solution experience
- Create training material for employees in the region and training material for fellow administrators
- Policy/Procedure/Guideline development for Business Continuity

- Identifies, monitors, and defines the requirements of the overall security of the enterprise network.
- Point of escalation for Systems Administrators within work force
- Design and Implementation of networking Protocols
- RADIUS Implementation and Administration, QoS – Quality of Service for Voice and Video

SUPERVISORY RESPONSIBILITIES none

QUALIFICATIONS To perform this job successfully the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in computer sciences or equivalent knowledge level

4-6 Years in network administration position CCNA or higher-level certification

Knowledge and/or experience in time/project management

Ability to lift a minimum of 50 lbs.

24/7 availability with some on call rotation work

Strong communication skills

Ability to meet or exceed deadlines set by supervisors

Ability to work effectively in a team environment.

Proficiency in reading, writing, and speaking English is required.

Other Qualifications: Must be legally eligible to work in the United States.

Must have proof of a valid driver's license and auto insurance or to be able to provide own transportation

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See the Job Activity Requirements for the Essential Job Functions attached and description of the work environment

CAREER DEVELOPMENT POSSIBILITY: Director of Innovation and Technology Systems

Reviewed and accepted: _____ Date: _____