

ARIZONA SUPERIOR COURT IN PIMA COUNTY



Job Description

Job Title: Security Administrator
Job Code: 8404
Pay Grade: 74
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

The Security Administrator is a member of the Information Technology Service Division. The primary responsibility of this position is to assure that the Court's data systems and networks comply with generally acceptable industry security practices. The Security Administrator will be responsible for implementing and maintaining both system and networking security solutions.

ESSENTIAL FUNCTIONS:

- Implement security hardware and software solutions.
- Maintain IDS/IPS systems, firewalls, VPN, anti-virus, patching and other related security systems.
- Develop and maintain information security policies, standards, guidelines and procedures for all computer system environments.
- Manage and maintain information security systems auditing tools.
- Perform system forensics and security incident investigation as required.
- Audit information systems for inactive user and computer accounts.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Serve as System or Network administrator as required
- Acts as interagency contact as necessary.
- Provides assistance to information technology staff as required.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a working knowledge of Cisco Routers.
- Must have experience with Cisco ASA.
- Must have a strong understanding of IDS/IPS solution design.
- Must have a strong knowledge of networking.
- Must have a strong knowledge of Windows Server 2003/2008 and MS SQL Server support.
- Must have an understanding of virtualized infrastructure (VMWare).
- Must have the capability to use Visio, Word, Excel, and PowerPoint to create, update and maintain detailed documentations.

- Must have excellent organizational, project management, interpersonal and presentation skills.
- Must have the ability to operate independently where appropriate and understand when to escalate issues to management.
- Must have strong communication skills both oral and written skills.

MINIMUM QUALIFICATIONS:

A Bachelor's degree with a major in computer science, management information systems, or a related field, and two years of recent experience in the field of information technology security. Or, any equivalent amount of experience, training, and/or education approved by Human Resources. Must be able to fulfill 24/7 support of on-call incidents and implement off hours scheduled maintenance.

LICENSES AND CERTIFICATES:

Must have achieved certification in security administration such as, Certified Information Systems Security Professional (CISSP), Cisco Certified Security Engineer (CCSE), Cisco Certified Internetwork Expert (CCIE), or an equivalent certification.

A valid Arizona Driver's license is required at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This position is a classified position that reports to the Information Technology Services Manager. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 09/25/12; 11/07/12

Revised:

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date