



## **SECURITY SYSTEMS SPECIALIST**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, provide technical leadership, coordination and planning in support of security systems and initiatives. Design, develop, test, install, monitor, and maintain information technology (IT) security systems.

### **DISTINGUISHING CHARACTERISTICS**

This classification is a highly specialized role within the district which provides expertise in the protection and security of the district systems and applications. In a constantly changing threat landscape remains abreast of security developments, communicates security threats and prevention techniques, implements good practices for the security of systems and applications, plans security incident responses and monitors security threats. During a security event, leads, and advises management regarding the proper handling of security responses.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Serves as the security engineer supporting security initiatives and advising management regarding the handling of IT security matters.
2. Coordinates with staff in troubleshooting and resolving IT security related support requests.
3. Coordinates team efforts to research, select, plan, implement, and support effective IT security controls, monitoring tools, and practices.
4. Assists with performing periodic and scheduled IT security audits, vulnerability scans and/or risk assessments to identify vulnerabilities and potential threats and recommend mitigation strategies for ensuring IT security compliance requirements.
5. Monitors security systems and identifies, diagnoses, resolves, and reports IT security problems and incidents; coordinates and conducts investigations of breaches in IT security; responds to emergency IT security situations.

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6. Assists with maintaining vendor contacts, partnerships, and relationships related to the implementation and support of IT security architecture and programs.
7. Researches and facilitates adoption of IT security standards for systems and networks.
8. Monitors the external IT security threat environment for emerging threats and makes recommendations on appropriate courses of action to avert threats.
9. Develops, maintains, and presents IT security awareness training for employees.
10. Assists with developing and maintaining documentation for IT security architecture and programs.
11. Provides technical assistance to IT staff as needed.
12. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Systems administration of desktop and server operating systems.
- IT architecture including on premise and cloud deployments.
- Networking including routing and switching concepts, Ethernet, and wireless networking.
- Programming or scripting techniques and tools.
- Security protocols.
- Security assessment and scanning tools.
- Detection and monitoring tools including network-based software and appliances, endpoint detection tools and response software.
- Computer forensics and incident response tools and procedures.
- Security standards and frameworks.

### **Skills and Abilities To:**

- Work independently with little direction.
- Provide leadership in IT security.
- Effectively interact and negotiate with vendors.
- Analyze and remedy system performance problems and security threats and incidents.
- Troubleshoot and resolve complex hardware and software problems.
- Plan, organize, implement, and complete complex IT security projects.
- Meet deadlines and work under pressure.
- Communicate security practices to non-technical audience.
- Learn and adapt to changes in technology and security trends.
- Communicate effectively, both orally and in writing.

- Establish and maintain cooperative working relationships with others.

### **Education and Experience:**

A bachelor's degree in computer science, information technology, or a related field and three (3) years of experience in system administration, networking, or IT security role, or any combination of equivalent training and experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Office environment.

### **Physical Demands:**

Sitting for extended periods of time at a desk, conference table or in meetings of various configurations; operate office equipment, computer, or related peripherals; technical documentation reading capability both in print and using technology systems; lift and carry 25 pounds; ability to stand, bend and twist, and reach in all directions.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Ability to work well with others; ability to communicate so others will be able to clearly understand; ability to understand/interpret spoken and written communications; ability to use judgement in working with others.

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