

GRADE: 49E

TITLE: NETWORK ADMINISTRATION ANALYST III - SECURITY
BUREAU: OFFICE OF THE CHIEF
DIVISION: INFORMATION TECHNOLOGY

REPORTS TO: OPERATIONS AND NETWORK MANAGER
SUPERVISES: NONE

POSITION SUMMARY: Performs duties to ensure optimal integration and performance of data communication networks. Design, implements and monitors highly complex systems involving data networks using differing protocols, operating systems and topologies. Responds to performance and support needs from the Planning & Technology Help Desk or users/agencies. Insure continuous connectivity between facilities and devices. Provide management with information regarding the state of the Department's computer security infrastructure.

FUNCTIONS OF THE JOB

Essential Functions

1. Configure and monitor the Department's Intrusion Detection system;
2. Act as a liaison with REJIS in managing the Department's routers, switches, and other networking equipment;
3. Ensure that the Department's desktops, laptops, and servers are properly patched with the latest security updates;
4. Familiarity with the Microsoft Exchange environment and safeguarding email communications;
5. Manage and monitor the Department's Microsoft Active Directory environment and Windows event logs and ensure that adequate security policies are in place and properly implemented;
6. Ensure that access to the Department's Network shares and resources are in accord with Departmental policies and guidelines and secure;
7. Generate all forms of Security reports to Management;
8. Make recommendations to Management regarding security enhancements to the Department's systems [Oral presentation and written skills are essential];
9. Keep abreast of industry security trends;
10. Manage projects and act as a technical resource for Microsoft Windows;
11. Protect the Departments computer infrastructure from viruses, Trojan horses, worms, and other forms of malicious attacks;

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer screen.
- 3) Sedentary work – exerts up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Normal office environment.

POSITION QUALIFICATION REQUIREMENTS

Education:

Bachelor's Degree in Computer Science, Math, Engineering or similar subject.

Experience:

At least 5 years experience in computer networking or computer security;
Experience in Network design with proficiency in analysis and design in a Microsoft Windows client/server environment;
Experience in all Windows operating systems, Microsoft Exchange, Network Security, PIX, VPN and Intrusion detection;

Skills and Abilities: Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Certification as a System Administrator/Networking or Microsoft® Certified Systems Engineer. Certification in Cisco or other router technologies.
- 2) In-depth understanding of data communications mediums (RS-232 and Ethernet), data communications equipment (modems, multiplexors, etc.), and data transfer protocols (SPX, TCP/IP, and NetBuei) required.
- 3) Understanding of or completion of Networking Essentials course.
- 4) Excellent verbal and written communication skills. Ability to produce clear, comprehensive documentation of procedures for customers and partners.
- 5) Ability to think logically and follow troubleshooting techniques. Ability to develop personal estimates, track status, and report work plans to management.
- 6) Works well in team environment - ability to maintain good working relationships with end-users and other Planning & Technology personnel. Ability and willingness to learn new technologies and to develop the skills of others.
- 7) Ability to work with Microsoft® Windows Servers and Microsoft® Office desktop environments.
- 8) Ability to work rotating shifts and carry a Pager/Cell at all times.

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Computer, calculator, software programs, mainframe applications, Network Analyzer and Network Connectivity tools, telephone and fax.

License(s) Valid Missouri Drivers License

Certifications [preferred but not required]: MCSE, Systems Administration/Networking, Certified Network Engineer, Cisco Certification

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Original Evaluation	Revised By	Revised By	Revised By
MG: 04/07	MG: 12/08		

