



Columbia County School District Job Description

Position Title: IT Security Analyst		
Department: Technology	Evaluation Instrument: Performance will be evaluated annually by the Chief Technology Officer in accordance with Policy GBI – Evaluation Personnel	
Pay Grade: Administrative Salary Schedule, Grade O	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Technology Officer		

MINIMUM QUALIFICATIONS

Education: Associates Degree required; Bachelor’s Degree in Computer Science preferred; or equivalent work experience. IT Security related certification preferred, but not required.

Essential Knowledge/Skills: Possess in-depth working knowledge of network architectures and server operating systems. Experience administering email preferred and email archivers. Have strong communications skills for interaction with professional, technical and support personnel including support for hardware and software. Have strong knowledge of Security related tasks including IT Security Auditing, IT Policy and Procedure creation, and Log Analysis and reporting. Have a thorough understanding of networking including a LAN, WAN and hardware components. Have an in-depth knowledge of Microsoft Server Operating Systems and Linux OS. Have a team attitude with the desire to provide excellent customer service. Have the ability and desire to learn new technologies quickly.

Experience: Three years’ experience working extensively with IT Security analysis, Log analysis, and Defense In-Depth strategies.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Establishes system controls by developing frameworks for controls and levels of access; recommends improvements.
- Ensures authorized access by investigating system access requirements; revoking access; reporting violations; monitoring access requests for new programs/applications.
- Establish computer and server password access controls, policies, and monitors those controls.
- Works with Virtualization and Network Engineers to develop Disaster Recovery and Business Continuity efforts.
- Documents DR/BCP and provides the CTO and Superintendent recommendations to minimize data loss and restoration of services in the event of a disaster.
- Develops security awareness by developing educational programs for Students, Faculty, and Staff.
- Researches and provides updates to the CTO on current security risks and vulnerabilities.
- Configures and maintains Intrusion Detection Systems (IDS) and firewalls.
- Enrolls and attends job specific training and conferences to stay current on IT Security trends.
- Help plan and carry out an organization’s way of handling security Develop security standards and best practices for their organization
- Recommends security enhancements to management or senior IT staff Help computer users when they need to install or learn about new security products and procedures

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2017