Technology Security Administrator

Purpose Statement

The purpose of the Technology Security Administrator is to assist in the continual development and oversight of the district's data security program, partner with Department of Technology staff to select and deploy technical controls to meet specific security requirements and define data security processes and standards to ensure district data security is maintained.

This job reports to Director of Technology.

Essential Functions

- Administer security policies by monitoring data security profiles, reviewing security violation reports, investigating possible security exceptions for the purpose of responding to security risks in a timely manner.

- Advise Department of Technology and District staff on data security related topics to keep everyone educated and informed about potential security risks and safeguard procedures.

- Analyze systems and applications; recommend security measures to protect information against unauthorized modification or loss.

- Assist in the coordination and completion of data security documentation for the purpose of ensuring continuity and consistency of procedures.

- Assist in the development of security architecture and security policies, principles and standards to ensure the safety of district information.

- Assist Department of Technology staff in the resolution of security incidents to ensure an appropriate response in a timely manner.

- Build positive working relationships with Department of Technology staff, vendors and other departments for the purpose of working collaboratively toward department and district goals.

- Collaborate on critical projects to ensure that security issues are addressed throughout the project life cycle.

- Collaborate with a variety of internal and external parties (e.g. administrators, teachers, engineers, technicians, managers, etc.) for the purpose of providing and/or receiving information and ensuring project success.

- Complete tasks designed to ensure security of the organization's systems and information assets to protect information against unauthorized modification or loss.

- Coordinate with other department teams (e.g. network, data systems, technology support, etc.) for the purpose of ensuring effective communication and collaboration on all assigned projects.

- Define security configuration and operations standards for security systems and applications, including policy assessment and compliance tools, network security appliances, and host-based security systems to protect information against unauthorized modification or loss.

- Efficiently manage multiple project responsibilities simultaneously and prioritize work for the purpose of ensuring success for the entire department.

- Facilitate awareness training for district employees on data security standards, policies and best practices to keep everyone educated and informed about potential security risks and safeguard procedures.

- Maintain an awareness of existing and proposed security-standard-setting groups, state and federal legislation and regulations pertaining to information security; identify regulatory changes that will affect information security policy, standards and procedures, and recommend appropriate changes to ensure compliance with current regulations.

- Manage the complete and timely processing of end-user incidents, requests and problems for the purpose of providing excellence in customer service to district staff and students.

- Monitors daily or weekly reports and security logs for unusual events for the purpose of ensuring the protection of district data.

- Participate in a variety of planning and development activities, including district wide committees for the purpose of creating short- and long-range plans to support the district.

- Prepare and present information when needed for the purpose of communication, gaining feedback and ensuring adherence to established procedures.

- Prepare written materials (e.g. procedures, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Proactively investigate and report detected data security alerts (viruses, malware, SPAM, etc.) and escalate events to appropriate Department of Technology staff for the purpose of responding to security incidents in a timely manner.

- Provide reports to district administration and/or Department of Technology Leadership team in support of student and/or staff investigations.

- Provides second- and third-level support and analysis during and after a security incident for the purpose of supporting the work of the department.

- Regularly monitor security compliance and prepare status reports for department leadership on topics concerning residual risk, vulnerabilities and other security exposures, including misuse of information assets and noncompliance for the purpose of addressing security issues.

- Research, evaluate and recommend security-related hardware and software, including developing business cases for security investments, for the purpose of recommending and advising the district on purchases.

- Research, evaluate, design, test, recommend and plan the implementation of new or updated information security technologies; research and assess new threats and security alerts, and recommend remedial actions to ensure the security of district information.

- Respond to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing information, direction, technical assistance and support.

- Schedule and attend a variety of meetings for the purpose of providing and/or receiving information and addressing needs, improvements and overall baseline strategy.

- Serve as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.

- Serve as internal project manager for district projects within the area of technology security for

the purpose of deploying innovative and successful solutions.

- Support e-discovery processes to include identification, collection, preservation and processing of relevant data.

- Utilizes appropriate project management tools, processes and procedures for the purpose of effectively leading and managing projects.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the team and adherence to Park Hill School District's strategic initiatives within the Department of Technology.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include planning and managing projects; preparing and maintaining accurate records, including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; and using pertinent software applications. Strong analytical skills to analyze security requirements and relate them to appropriate security controls. Strong written and verbal communication skills. Strong customer focus, with the ability to manage expectations appropriately, to provide a superior customer experience and build long-term relationships.

KNOWLEDGE is required to perform advanced math, review and interpret highly technical information, compose a variety of documents and technical materials, facilitate group discussions, speak persuasively to implement desired action, and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily preform the functions of the job include: system design; data modeling techniques; benefits and limitations of technology. In-depth knowledge and understanding of information risk concepts and principles, as a means of relating business needs to security controls; In-depth knowledge of risk assessment methods and technologies. Knowledge of and experience in developing and documenting security architecture and plans, including strategic, tactical and project plans; Demonstrated experience with common information security management frameworks, such as ITIL. Knowledge of the fundamentals of project management, and experience with creating and managing project plans. Proficiency in performing risk, business impact, control and vulnerability assessments. Experience in developing, documenting and maintaining security policies, processes, procedures and standards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances and analyze data utilizing defined but different processes. Ability is also required to work with diverse individuals; work with a variety of data; and utilize a wide variety of types of job related resources. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; communicating effectively with persons of varies technical background; meeting deadlines and schedules; and working with frequent interruptions. Ability to interact with personnel at all levels and to comprehend business imperatives. Strong leadership abilities with

the capability to work with only minimal supervision

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience   Job related experience within a specialized field is required.

Education   Bachelors degree in job-related area.

Equivalency

Required Testing   Certificates
Job-Related Skills Proficiency Test

Continuing Educ./Training   Clearances
                                              Criminal Justice Fingerprint/Background Clearance