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Job Title: **Network Security Specialist**

Classification: **Exempt – Administrative**

Department: Mission EDC



Division:

Supervisor: Dir. of Technology

Effective: 05/08/2018

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## **I. JOB SUMMARY**

The Network Security Specialist will support the Director of Technology and Facility Manger with any IT or facility activities that may be needed within the organization and CEED property. Current IT activities can be grouped into the broad categories of infrastructure for the CEED facility (network, desktop, virtual server environments, security, disaster recovery, telecom, technology advancement, etc.); end user services (trouble tickets, hardware and software management, technology implementation and evolution, EDC web site maintenance, etc). Position will provide expertise in cyber security to implement and maintain a secure environment, and support educational training programs in cyber security. Time management and the ability to handle a complex workload are necessary. Must be anxious to take on responsibility and be a proactive thinker. Interpersonal and communication skills are essential.

## **II. EDUCATION REQUIREMENTS**

- High school diploma or GED and five years related experience or any combination of education, training and experience, which provides the required knowledge, skills and abilities required for the job.
- Prior experience in an IT/computer technician role is required.
- Prior experience in cyber security, penetration testing is required.
- Preference for certifications: A+, Network+, Security+, CSA+, Linux+, OSCP

## **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" driver's license from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

## **IV. SKILL ABILITY REQUIREMENTS**

- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to follow a firm work schedule as directed by CEO and COO.
- Ability to interpret City policies and procedures as related to the job.
- Ability to perform independent of constant supervision.
- Ability to make decisions based on personal judgment and/or verifiable criteria.
- Ability to deal effectively with the general public, supervisor, and co-workers.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.

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- Ability to produce work to precise tolerances or standards.
- Understanding of IT hardware and software systems including network, computer, storage and security for traditional data center hosted applications as well as virtual and private cloud solutions.
- Broad knowledge of IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Server Virtualization, Storage Area Networks, VoIP, Unix OS, SQL, VPN, Apache, Web Development, Database Management etc.
- Experienced with Virtualization such as VMware, VSphere and applications.
- Backup and recovery including Veeam.
- Knowledge of storage administration/SAN technologies.
- Strong knowledge of MS Windows 2012/2016 Server, Active Directory and Group Policies.
- Firewall, routing and layer 2/3 switching knowledge, VPN, Switch/VLAN configuration.
- Proficient in TCP/IP addressing, IP Subnetting, and DHCP configuration.
- Experience supporting hardware from vendors.
- Experience with Kramer AV is a plus.
- Experience with penetration testing tools, testing systems for known/unknown vulnerabilities and applying appropriate countermeasures.
- Must have oral and written communication skills in English
- Ability to follow both written and verbal instructions that require individual thought and/or study to complete the task or series of tasks.
- Ability to work independently and as part of a team

**V. ESSENTIAL JOB FUNCTIONS**

- Maintains function and reliability of facility systems and associated equipment by performing a preventive maintenance program.
- Participates in maintenance projects.
- Prioritizes all work, under the direction of the Facility Manager, Director of IT, CEO and/or COO, giving the highest priority to emergencies.
- Improves function and reliability of facility systems and associated equipment by identifying, recommending, and implementing changes, expansions and additions.
- Perform scheduled maintenance on equipment based on the manufacturer's recommendations and operating manual.
- Continually inspects property to insure good condition and identify problems.
- Perform services for events, such as room preparation (set up and take down) and any special requirements requested by tenants or CEED clients
- Front line technical support for staff of varied technical levels.
- Provides basic and complex software/hardware in-person support, recognizes severe IT problems, and invokes appropriate protocols for escalation when applicable.

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- Intakes, categorizes, and troubleshoot hardware and software issues. Update hardware and software as directed.
- Desktop Support for Windows - including maintenance and deployment.
- Configure, install, administer and maintain desktop computer equipment and software applications.
- Assist with installation, configuration and maintenance of the company file servers, application servers and print servers.
- Assist in coordinating integration of new systems and applications into existing systems and networks.
- Backup and restoration of information systems critical data.
- Authorize system access to users and maintain necessary documentation of authorities assigned.
- Troubleshoot telephone and cellular service and equipment issues and coordinate repairs, as assigned.
- Provide analysis and recommendation on current and alternative systems to improve and increase IT efficiencies.
- Coordinate and participate with other company departments on technology projects as required.
- Arrange the availability of audio-visual equipment, displays, and other event needs.
- Hardware/software evaluation
- Supports Director of Technology and Facility Manager as needed.
- Perform other duties as assigned.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Attend special events when needed.

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Measuring devices
- Policy & procedure handbook
- Cell phone
- Telephone
- Technical Manuals
- Electronic diagnostic instruments
- Personal computer
- 10 key calculator
- Printer
- CD's
- Binding Machine
- Manual Hole Puncher

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**VIII. WORK ENVIRONMENT**

Exposures to the following environmental conditions are required for this job.

|                                      | None     | Amount of Time |            |          |
|--------------------------------------|----------|----------------|------------|----------|
|                                      |          | Under 1/3      | 1/3 to 2/3 | Over 2/3 |
| Wet humid conditions (none-weather)  | <b>X</b> |                |            |          |
| Working near moving mechanical parts | <b>X</b> |                |            |          |
| Work in high, precarious places      | <b>X</b> |                |            |          |
| Fumes or caustic chemicals           | <b>X</b> |                |            |          |
| Toxic or caustic chemicl             | <b>X</b> |                |            |          |
| Outdoor weather conditions           | <b>X</b> |                |            |          |
| Extreme cold (none-weather)          | <b>X</b> |                |            |          |
| Extreme heat (none-weather)          | <b>X</b> |                |            |          |
| Risk of electrical shock             | <b>X</b> |                |            |          |
| Work with explosives                 | <b>X</b> |                |            |          |
| Risk of radiation                    | <b>X</b> |                |            |          |
| Vibration                            | <b>X</b> |                |            |          |
| Noise                                | <b>X</b> |                |            |          |

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters and memos, input data in computer and document information needed for day to day tasks.

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**X. PHYSICAL DEMANDS ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

| <b>Task</b>         | <b>Weights</b> | <b>Frequency</b> | <b>Performance</b>  |
|---------------------|----------------|------------------|---|
| <b>LIFTING</b>      | Up to 5 lbs    | <b>F</b>         | Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level. |
|                     | 6 - 10 lbs.    | <b>F</b>         | Books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 11-20 lbs      | <b>F</b>         | Books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 21-25 lbs      | <b>O</b>         | Stacks of books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 26 - 50 lbs    | <b>O</b>         | Stacks of books, binders, boxes from floor to waist level.  |
|                     | 51 - 75 lbs    | <b>N</b>         |   |
|                     | 76 - 100 lbs   | <b>N</b>         |   |
|                     | Over 100 lbs   | <b>N</b>         |   |
| <b>CARRYING</b>     | Up to 5 lbs    | <b>F</b>         | Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, calculator from waist to maximum of shoulder level.            |
|                     | 6 - 10 lbs.    | <b>F</b>         | Books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 11-20 lbs      | <b>F</b>         | Books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 21-25 lbs      | <b>O</b>         | Stacks of books, binders, boxes from waist to maximum of shoulder level.  |
|                     | 26 - 50 lbs    | <b>O</b>         | Stacks of books, binders, boxes from floor to waist level.  |
|                     | 51 - 75 lbs    | <b>N</b>         |   |
|                     | 76 - 100 lbs   | <b>N</b>         |   |
|                     | Over 100 lbs   | <b>N</b>         |   |
| <b>PUSH/PULLING</b> | Up to 5 lbs    | <b>F</b>         | File cabinet drawers to retrieve and return files and move chair from one work station to another.  |
|                     | 6 - 10 lbs.    | <b>F</b>         | File cabinet drawers to retrieve and return files and move chair from one work station to another.  |
|                     | 11-20 lbs      | <b>F</b>         | File cabinet drawers to retrieve and return files and move chair from one work station to another.  |
|                     | 21-25 lbs      | <b>O</b>         | Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.   |
|                     | 26 - 50 lbs    | <b>O</b>         | Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.   |
|                     | 51 - 75 lbs    | <b>N</b>         |   |
|                     | 76 - 100 lbs   | <b>N</b>         |   |
|                     | Over 100 lbs   | <b>N</b>         |   |

**N - Never    O - Occasional 1-33%    F - Frequently 34-66%    C - Constant 67 - 100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

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| <b>Task</b>   | <b>Frequency</b> | <b>Performance</b>  |
|---|------------------|---|
| <b>CLIMBING</b>   | <b>O</b>         | Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.  |
| <b>BALANCING</b>  | <b>C</b>         | Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.  |
| <b>STOOPING</b><br>(bending at waist)   | <b>F</b>         | Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.  |
| <b>KNEELING</b><br>(one or both knees)  | <b>O</b>         | Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.  |
| <b>CROUCHING</b><br>(bending at hips/knees)   | <b>F</b>         | Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.  |
| <b>CRAWLING</b>   | <b>O</b>         | Under desk to plug computer, tower, and printer.  |
| <b>REACHING</b>   | <b>C</b>         | Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.   |
| <b>TWISTING/TURNING</b><br>(rotation)   | <b>C</b>         | 180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level. |
| <b>HANDLING</b><br>(manipulated objects)  | <b>C</b>         | Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.  |
| <b>FINGERING</b><br>(finger dexterity)  | <b>C</b>         | Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.           |
| <b>STANDING</b>   | <b>C</b>         | Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.  |
| <b>SITTING</b>  | <b>C</b>         | Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.   |
| <b>WALKING</b>  | <b>F</b>         | Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.     |
| <b>GRASPING</b><br>(w hole hand activities)   | <b>C</b>         | Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,   |
| <b>N - Never    O - Occasional 1-33%    F-Frequently 34-66%    C - Constant 67 - 100%</b> |                  |   |

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date