Job Title: Security Administrator

Department: Information Technology

Immediate Supervisor: Director of Information and Technology Services

Origination Date:	**03/07/2008**
Revision Date:	**07/01/2012**
Job Grade	**609**
FLSA Status	**Exempt**

BRIEF DESCRIPTION OF THE JOB:

Under general direction, administers the City Information Technology Systems security program including: planning, implementing, and monitoring protective measures against unauthorized internal and external access to data, whether accidental or intentional. The incumbent will establish administrative, physical, and procedural safeguards for centralized (enterprise) and shared or supported departments' information, hardware, and software as appropriate. The incumbent also ensures that an effective plan for emergency or disaster contingency recovery is current and performs other work as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Develops, implements, and maintains security policies and procedures to be used in managing the City's Information Technology Systems environment to prevent the deliberate or accidental disclosure of data to unauthorized persons and from unauthorized modification.
2	L	Evaluates, procures, implements, and maintains security systems to include budget planning, acquisition, integration, business resumption planning, and cyclical program replacements.
3	S	Establishes data ownership and responsibility and data security classifications. Coordinates security issues, concerns, and potential problems with ITS Management Team, Legal, and Human Resources Departments, as applicable.
4	S	Consults and interfaces with ITS staff, vendors, and various stakeholders to develop solutions to security problems while considering business requirements.
5	S	Prepares and conducts security risk assessments, forensic investigations, and security violation investigations and recommends corrective action.
6	S	Documents available security controls and communicates the information to the appropriate security system users.
7	S	Logs and reports security violations and educates users in City security policy and features and use of security software.
8	S	Develops, coordinates, and approves Information Sharing Agreements among programs, departments, and vendors.

	Physical Strength Code	ESSENTIAL FUNCTIONS
9	S	Determines priorities, schedules, and goals for information security reviews of the City's security program and those of the supported departments.
10	L	Performs analysis and risk assessment on the impact of an emergency or disaster and ensures that a current and effective contingency recovery plan exists and assists with plan validation and periodic testing.
11	S	Develops, promotes, and provides, a City-wide security awareness training program.
12	S	Prepares and submits or presents various reports, including project schedules and updates, audit reviews, investigation results, and others as required or assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma, or equivalent form a college, technical, business, vocational, or correspondence school. Appropriate certification may be required.
Experience	Minimum of five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License. Ability to meet the criminal background regulations mandated by the FBI CJIS Security Policy. Two or more of the following (or similar) certifications: ➢ MCSE – Microsoft Certified Systems Engineer ➢ MCP – Microsoft Certified Professional ➢ Comp TIA A+ ➢ Comp TIA Network + ➢ Comp TIA Server + ➢ Comp TIA Security +
Reading	Work requires the ability to read technical manuals, installation instructions, and troubleshooting documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and evaluate statistical information.
Writing	Work requires the ability to write memos, instruction documents, spreadsheets, forms, and troubleshooting documents.
Managerial	Complex – Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy / Decision Making	Significant – The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight; however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Moderate – Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.

JOB REQUIREMENTS	
Technical Skills	Comprehensive – Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Human Collaboration	High – Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

City of Goodyear, Arizona

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers
Fine Dexterity	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Computer keyboard ☒ Telephone keypad ☒ Calculator ☐ Calibrating equipment
Walking	☐ N ☐ R ☒ O ☐ F ☐ C	☒ To other departments/offices ☒ Around work site
Lifting	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Carrying	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Supplies ☒ Equipment ☒ Files
Sitting	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Desk work ☒ Meetings ☒ Driving
Reaching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ For supplies ☒ For files
Handling	☐ N ☐ R ☒ O ☐ F ☐ C	☒ Paperwork ☐ Monies
Kneeling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Crawling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Under equipment ☐ Inside attics/pipes/ditches

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/ Pulling	☐ N ☒ R ☐ O ☐ F ☐ C	☒ File drawers ☒ Equipment ☒ Tables and chairs ☐ Hoses
Climbing	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Stairs ☒ Ladders ☒ Step stools ☐ Onto equipment
Vision	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Reading ☒ Computer screen ☒ Driving ☒ Observing work site
Foot Controls	☐ N ☒R ☐ O ☐ F ☐ C	☒ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Balancing	☐ N ☒ R ☐ O ☐ F ☐ C	☒ On ladders ☐ On equipment ☒ On step stools
Bending	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground ☒ Making repairs
Crouching	☐ N ☒ R ☐ O ☐ F ☐ C	☒ Filing in lower drawers ☒ Retrieving items from lower shelves/ground
Hearing	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public ☐ Listening to equipment
Twisting	☐ N ☒ R ☐ O ☐ F ☐ C	☒ From computer to telephone ☒ Getting inside vehicle
Talking	☐ N ☐ R ☐ O ☐ F ☒ C	☒ Communicating via telephone/radio, to co-workers/public
Other		(Explain)

Physical Demands (continued)

Machines, Tools, Equipment and Work Aids:

Desk phone, cell phone/PDA, automobile, office supplies, fax machine, copy machine

Computer Equipment and Software:

Computer with various software (e-mail, calendaring, word processing, spreadsheets, presentation software, project management software, H.T.E.-Naviline for purchasing, etc.), printers

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme temperature (heat, cold, extreme temp. changes from outside work)	☐	☐	☒	☐	☐
Wetness and/or humidity (bodily discomfort from moisture)	☐	☐	☒	☐	☐
Respiratory hazards (fumes, gases, chemicals, dust and dirt)	☐	☐	☒	☐	☐
Noise and vibration (sufficient to cause hearing loss)	☒	☐	☐	☐	☐
Physical hazards (high voltage, dangerous machinery, aggressive prisoners, patients – not customers)	☒	☐	☐	☐	☐

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
	Never occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical hazards	☐	☒	☐	☐	☐
Chemical hazards	☐	☒	☐	☐	☐
Electrical hazards	☐	☒	☐	☐	☐
Fire hazards	☒	☐	☐	☐	☐
Explosives	☒	☐	☐	☐	☐
Communicable diseases	☒	☐	☐	☐	☐
Physical danger or abuse	☒	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐	☐

Primary Work Location:

☒ Office Environment
☐ Warehouse
☐ Shop
☐ Vehicle
☐ Recreation Centers/Neighborhood Centers
☐ Outdoors
☐ Other (Specify)

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Protective Equipment Required:

N/A

Job Demands

Overall Strength Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☒ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	☒	☐	☐	☐
Emergency Situations	☐	☒	☐	☐
Frequent Change of Tasks	☐	☒	☐	☐
Irregular Schedule/Overtime	☐	☐	☒	☐
Performing Multiple Tasks Simultaneously	☐	☒	☐	☐
Working Closely with Others as Part of a Team	☒	☐	☐	☐
Tedious or Exacting Work	☐	☐	☒	☐
Noisy/Distracting Environment	☐	☐	☒	☐
Other (Describe below.)	☐	☐	☐	☐

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk – uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	_____	_____
	Signature of Employee	Date
_____	_____	_____
Job Title of Supervisor	Signature of Supervisor	Date
_____	_____	_____
Job Title of Department Director	Signature of Department Director	Date

Comments:_____

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.