



City of Tempe

INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	489	<i>Department:</i>	Information Technology
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	IT Security Administrator
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Information Security Manager.

Exercises technical and functional direction over vendors and contract staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in computer network and IT systems security associated with a large organization, including one (1) year of experience administering security specific hardware.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in computer information systems, business administration, public administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of or required to obtain within six (6) months of hire, Cisco Certified Network Associate – Security ● Information Systems Security Professional (CISSP) certification is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively uphold the City’s stated mission and values. To support and administer the city’s information security program and management infrastructure that ensures technology risks are identified and managed according to established risk policies and guidelines.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assists in the development and management of the city's information security program, including policies, standards and guidelines;
- Administers security servers, firewalls, intrusion detection appliances and other systems;
- Assists in the development and management of the information classification process, information risk analysis, assessment and acceptance processes;
- Promotes awareness of the program throughout the City via training activities and security awareness campaigns;
- Advises IT managers and technical personnel regarding the implementation of the specific programs within their respective areas;
- Performs compliance activities to ensure the successful implementation of the city's security program;
- Prepares and conducts information security risk assessments, forensic investigations, security policy violation investigations and recommends corrective action;
- Serves as an alternate on the technical advisory committee to evaluate new technology resources for program compliance;
- Facilitates the conducting of technology audits; reviews all audit reports and responses to ensure timeliness and effectiveness of corrective actions;
- Contributes to the implementation of Information Technology's goals and objectives; establish schedules and methods for routine maintenance activities; update policies and procedures;
- Exercise technical and functional supervision over the work of outside consultants, vendors and contract staff involved in IT security projects and audits;
- Interface with city staff in the administration of information security policies and training programs for employees;
- Process and catalog industry reports on IT Security compliance and vulnerabilities;
- Attend professional meetings and seminars as required;
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators, and other office machines;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective September 2012</i> <i>Revised June 2013 (updated License/Certification section)</i> <i>Revised July 2015 (supervision, reporting structure, and duties)</i></p>