

Barstow Community College

Position Description

Position: Cyber Infrastructure Specialist	Salary Grade: 30
Department: Information Technology	FLSA: Non-exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Cyber Infrastructure Specialist provides expertise in the protection and security of the district systems and applications. In a constantly changing threat landscape remains abreast of security developments, communicates security threats and prevention techniques, implements good practices for the security of systems and applications, plans security incident responses and monitors security threats. During a security event, leads and advises management regarding the proper handling of security responses. Acts as a senior technician that is responsible for the oversight and management of technology projects and for the daily operation, maintenance, and upkeep of the enterprise systems. Responsible for implementing security procedures, managing back-up routines, and disaster recovery plans and operations.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

- Serves as the security engineer supporting security initiatives and advising management regarding the handling of IT security matters.
- Coordinates with staff in troubleshooting and resolving IT security related support requests.
- Coordinates team efforts to research, select, plan, implement and support effective IT security controls, monitoring tools and practices.
- Perform periodic and scheduled IT security audits, vulnerability scans, and/or risk assessments to identify vulnerabilities and potential threats and recommend mitigation strategies for ensuring IT security compliance requirements.
- Monitors security systems and identifies, diagnoses, resolves, and reports IT security problems and incidents; coordinates and conducts investigations of reaches in IT security; responds to emergency IT security situations.
- Assists with maintaining vendor contacts, partnerships, and relationships related to the implementation and support of IT security architecture and programs.
- Research, recommend, and facilitate adoption of IT security standards for systems and networks.
- Monitors the external IT security threat environment for emerging threats and makes Cyber Infrastructure Specialist / Classified / Range 30 recommendations on appropriate courses of action to avert potential threats.
- Develops, maintains, and presents IT security awareness training for employees.

Cyber Infrastructure Specialist / Classified / Range 30

- Develop and maintain documentation for IT security architecture and programs.
- Leads the operation, maintenance, and support for all phases of the system lifecycle in support of enterprise systems.
- Installs, configures, and maintains server hardware, operating systems, and other related peripherals.
- Establishes standards, plans, designs, and implements enterprise and local storage infrastructure.
- Administers and monitors installed storage systems and central backup infrastructure; performs necessary storage infrastructure maintenance and data migration; performs regular tasks relating to server data backups and archival processes and requests for data restores.
- Develops and implements the disaster recovery plan for enterprise systems.
- Performs other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- System administration of desktop and server operation systems.
- IT architecture, including on premise and cloud deployments.
- Networking, including routing and switching concepts, Ethernet, and wireless networking.
- Security protocols.
- Security assessment and scanning tools.
- Detection and monitoring tools.
- Computer forensics and incident response tools and procedures.
- Security standards and frameworks.
- Project management tools and techniques.
- Various server operation systems and their installation, maintenance, and management.
- Server hardware and software architecture.
- Virtualization technologies.
- Storage technologies and system implementation and management.
- Network and phone technologies and systems.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local codes, laws, and regulations.
- District organization, operations, policies and objectives.

- English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Plan, organize, implement, and complete complex IT security projects.
- Communicate security practices to non-technical audience.
- Learn and adapt to changes in technology and security trends.
- Communicate effectively, both orally and in writing.
- Provide leadership in IT security.
- Analyze and remedy systems performance problems and security threats and incidents.
- Meet deadlines and work under pressure.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: A bachelor's degree in computer science or related field and two (2) years' experience in network operations or IT security. IT Security certifications are required. Industry certifications may substitute for education or experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing a computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: October 16, 2024