PALO VERDE COMMUNITY COLLEGE DISTRICT

Network and Systems Security Specialist

NATURE OF THE POSITION:

Reporting to the Director of Information Technology, the Network and Security Specialist performs a variety of work including the following:

DUTIES AND RESPONSIBILITIES:

1. Analysis and repair on a variety of problems with district network resources.
2. Analysis and repair on a variety of problems with district computers and peripherals.
3. Assist or administer the administration and maintenance of district network servers.
4. Assist or administer the administration of district LAN, WAN and Internet networks.
5. Manage network switches, routers, firewalls and VPN devices and configurations.
6. Assist with management and monitoring of server, desktop and device software updates.
7. Monitor equipment environmental monitoring system as to heat, water, and humidity dangers, and mitigates damage when able.
8. Monitor server and equipment error alerting systems for failures and technical issues.
9. Must be willing to work weekends, nights and holidays to repair critical enterprise resources when able.
10. Maintain and manage network connectivity, bandwidth and Quality of Service (QoS) issues.
11. Maintain and manage Microsoft System Center Configuration Manager.
12. Assist with or administer storage devices and storage networks.
13. Assist with or administer server and desktop virtualization and cloud infrastructure systems such as Hyper-v and System Center Virtualization Manager.
14. Manage Enterprise level Uninterruptable Power Supply systems and services.
15. Assist with technology evaluations, acquisitions and purchase requisitions.
16. Creation and maintenance of documentation of systems, networks and services.
17. Participation in maintenance of IT disaster recovery plans and solutions.
18. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Knowledge of networking standards, protocols and vendor implementations.
2. Knowledge of telecommunications standards, protocols and hardware.
3. Knowledge of information systems procedures and practices.
4. Configuration of common desktop computer operating systems and environments.
5. Experience with a wide variety of common desktop computer software applications.
6. Configuration of server class operating systems, esp. Windows Server.
7. Configuration and maintenance of Intranet and Internet networks.
8. Understanding of Internet standards such as HTML, HTTP, SMTP, CGI.
9. Knowledge of programming practices and concepts.
10. Experience with common programming and scripting languages.
11. Knowledge of computer and network security issues.
12. Knowledge of common data and voice cabling types, installation and repair.

13. Basic understanding of database concepts and query languages.
14. Ability to work independently on multiple tasks.
15. The ability to successfully interact with students, staff, faculty and the public.
16. Ability to learn and apply college and district policies and procedures.
17. Basic understanding of System Center Operations Manager.

REQUIRED QUALIFICATION:

1. A.A. or A.S. Degree in computer science or a related field with a minimum of 12 College level units in computer maintenance, networking and telecommunications, systems analysis and design, programming or computer operating systems (Transcripts required).
2. **Or** equivalent work experience or professional certification.
3. Five years of related computer work experience.
4. Possession of a valid Driver's License.

PREFERRED QUALIFICATIONS:

B. S. Degree in Computer Science or related field.

PHYSICAL ABILITIES:

1. Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps and ladders.
7. Able to lift up to 40 pounds frequently.
8. Able to carry up to 20 pounds frequently.
9. Able to sustain strenuous manual labor for 3 hours.
10. Able to push and/or pull a variety of tools and equipment.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to operate office machines and equipment in a safe and effective manner.
19. Able to work at various elevated heights in a safe and effective manner.
20. Able to work in a wide range of temperatures.
21. Able to perform minor maintenance tasks in a safe and effective manner.
22. Able to use maintenance tools and equipment in a safe and effective manner.
23. Able to work with chemical agents in a safe and effective manner without allergic reaction.
24. Able to exhibit manual dexterity needed in the setup, operation and maintenance of computer related equipment.

CLASSIFICATION:

Class 13 of the Classified Salary Schedule. Bargaining unit position - regular fringe benefits as accorded per CSEA Agreement.

LENGTH OF CONTRACT:
40 hours per week, 12 months
(Evening and weekend duties may be assigned)