THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for reporting on Information Technology security breaches, remediation of transmissions for sensitive information, and monitoring the City's network, including analyzing data, logs, and reports specific to network or security related controls, including assisting with the City's Security Awareness Program; and performs other related assigned duties.

ESSENTIAL TASKS:
- Assists with the review of Information Technology related security reports, data, and logs to ensure the safety and security of City systems
- Monitors network traffic and security tool dashboards for breaches, threats, and anomalies
- Monitors sensitive data transmission logs
- Assists with the preparation and updates to Information Technology security manuals
- Assist with the installation and implementation of new security products, protocols, and procedures
- Assist with Cyber Incidence Response and Recovery Activities
- Assists with applicable training programs regarding Information Technology security
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128:

1.   (a) Graduation from high school or possession of a General Education Development certificate; **and,**
         (b) Four (4) years' experience relevant to the essential tasks listed in this job description**; or,**

2.   (a) Completion of thirty (30) hours from an accredited college or university; **and**
         (b) Possession of a current industry accepted certification in one (1) of the following:
                   1) Security+; or
                   2) Server+; or
                   3) Network+; or
                   4) Certified Information Systems Security Professional (CISSP); or
                   5) Cisco Certified Network Associate (CCNA); or
                   6) Cisco Certified Network Professional (CCNP); or
                   7) Cisco Certified Internetwork Expert (CCIE)

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one (1) step increase upon completion of fifteen (15) accredited college hours, not previously completed, and one (1) year employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:
- Knowledge of cyber threats and response tactics
- Knowledge of endpoint protection, General knowledge of identity management
- Knowledge of intrusion detection systems
- Knowledge of intrusion prevention systems
- Knowledge of various enterprise-level solutions
- Knowledge of personal computers and edge devices

Ability to:
- Ability to troubleshoot and analyze fundamental systems/infrastructure applications/issues
- Ability to communicate verbally and in writing with all levels of customers
- Ability to document advanced technical information in a concise and understandable format
- Ability to cross-train employees

Skill in:
- Skill in communicating effectively, in writing and verbally, to a diverse customer base

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to sitting for extended periods, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
1. Possession of a valid Oklahoma Class "D" Driver License.
2. Possession of an appropriate professional certification, as listed under Training and Experience, within one (1) year of date of hire.

WORKING ENVIRONMENT: The working environment is primarily indoors in an office setting; it may require some travel to various City locations to provide computer-related assistance; and on-call, after-hour support for assigned production systems.

EEO Code: N-03
Group: Clerical and Administrative
Series: Data Processing and Information Services