THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under supervision, the purpose of this position is to discover vulnerabilities and risks in networks, software systems, and cloud environments with ongoing vulnerability scans, monitoring network data, and ensuring hardware and software applications are updated.

ESSENTIAL TASKS:
- Audits 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
- Prepares and updates to Information Technology security manuals
- Assist with the installation and implementation of new security products, protocols, and procedures
- Assists with Cyber Incidence Response and Recovery Activities
- Administers applicable training programs regarding Information Technology security
- Provides training to internal customers on the use of Information Technology security products and procedures
- 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) Five (5) years' experience relevant to the essential tasks listed in this job description**; or,**

2.   (a) Completion of sixty (60) hours from an accredited college or university; **and**
         (b) Possession of a current industry accepted certification in two (2) 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:
- Good knowledge of cyber threats and response tactics
- Good knowledge of endpoint protection
- Good knowledge of identity management
- Good knowledge of intrusion detection systems
- Good knowledge of intrusion prevention systems
- Good knowledge of various enterprise-level solutions
- Good 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 two (2) appropriate professional certifications, not previously submitted, as approved by management, 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