



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Cybersecurity Administrator</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
	(Please check one)	
<b>REPORTS TO:</b> <u>IT Director</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>08/2021</u>
<b>DEPARTMENT:</b> <u>IT Administration</u>		<b>JOB CODE:</b> <u>202</u>

**SUMMARY:**

With limited supervision, develop, plan, implement, enforce and maintain technology-related security policies and procedures. Develop, maintain, and execute incident response plans related to cybersecurity, operations continuity, and disaster recovery.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Designs, tests, implements, and maintains enterprise-class servers and network infrastructure. Serves as a primary resource for the IT Helpdesk, Systems Support Analysts, and Programming staff in the development, implementation, administration, and maintenance of information systems, computer programs, and software applications.

Develop, plan, implement, enforce and maintain technology-related security policies and procedures. Develop, maintain, and execute incident response plans related to cybersecurity, operations continuity, and disaster recovery. Maintain security and backup and recovery systems. Monitor all technology security operations and infrastructure. Research, monitor, and continuously analyze technology security tools, policies, and procedures. Develop technology security enhancement project plans, including budget estimates and drafting requests for proposal specifications.

Performs enterprise capacity planning and performance tuning for technology systems; serves as a primary resource for disaster recovery on an enterprise-level; leads and maintains assigned systems related to backup and recovery processes; perform security monitoring and develops incident response plan.

Performs security assessments with written reports to include recommendations for security related to items such as firewalls, data protection controls, patching, encryption, vulnerability scanning, penetration testing, and application development, installation, deployment, configuration, and function.

Develops written technical documentation, internal operating procedures, and technical manuals, including instructions; conducts training programs covering infrastructure for other IT staff; updates technical manuals, training manuals, and system documentation.

Installs and maintains application software and computer hardware; provides technical assistance to systems support staff following applicable information systems policies, procedures, methods, and techniques; troubleshoots and rectifies application software problems; evaluates new software and hardware and recommends changes as needed.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of Cybersecurity Frameworks with a focus on NIST.
2. Advanced knowledge of the principles and practices of computer science.
3. Advanced knowledge of personal computer hardware and software and computer networks.
4. Knowledge of Boone County policies and procedures.
5. Expert skill in planning, organizing, and managing projects.
6. Expert skill in communicating orally and in writing and establishing and maintaining cooperative working relationships with other departments and the public.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below the waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below the waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets, and fax machines. This position is regularly in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Current CompTIA Security+, CompTIA Network+, and CompTIA Server or ability to obtain certification within 12 months; High School Diploma or G.E.D. and five years of computer systems or network administration and design experience. Must have a clear criminal record (excluding traffic violations).

**PREFERRED QUALIFICATIONS:**

Bachelor's degree in computer science, information technology, cybersecurity, or a related field; technology certification including CISSP, CISA, CISM, CEH, or GSEC; previous experience in a cybersecurity role.

*Please note this job description is not designed to cover or contain a comprehensive listing of 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.*