

Kendall County Job Description

TITLE: Network Security Specialist
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

Under the direct supervision of the Technology Services Director, the position is responsible for providing the design, maintenance, deployment, and enforcement of preventative cyber security measures on behalf of Kendall (County). These measures are performed using technical guidelines or state procedures provided by DoIT, (Department of Information Technology).

II. Essential Duties and Responsibilities:

A. Primary duties consist of the following:

1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications for the County.
 2. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs based on and related to user or system design specifications including, but not limited to:
 - a. Conduct regular security audits of County infrastructure and investigating security reports findings.
 - b. Ability to administer, deploy, review, and enforce County security measures, including but not limited to antivirus, firewall administration, remediation and cyber security training.
 - c. Develops strategies and provides support for initiatives to continuously improve enterprise data security; and assists in the development and regular testing of the enterprise business continuity and disaster recovery plans.
 - d. Initiates and/or lead audits to identify areas of vulnerability.
 - e. Establish and maintain County procedures and policies according to Information governance and technical guidelines.
 - f. Provides strategic risk guidance for IT Projects including the evaluation and recommendation of technical controls.
 - g. Analyze network threat analysis data and risk assessment results to identify and recommend appropriate security.
 - h. Develop County information security policies.
 - i. Develop control measures to improve effectiveness of information security.
 3. The design, documentation, testing, creation, or modification of computer programs related to machine operating systems; and
 4. A combination of the aforementioned duties, the performance of which requires the same level of skills.
- B. Maintains records of user security awareness training.
- C. Participates as a member of the County's Security Incident Response Team; evaluates security incidents; develops solutions and communicates results to management; and participates in after-hours, on-call incident management.
- D. Uses investigation and analysis techniques to gather and preserve evidence from computer devices in a way that is suitable for Federal and State policy enforcement.
- E. Serve as Technology lead for County Clerk's Office by coordinating with State and Federal entities to provide status updates, IPS/IDS instances, and any other arising issues related to elections.
- F. Provides diagnostic and troubleshooting repair of security measures related to all County PC and network hardware or software.
- G. Oversees the deployment, use, and maintenance of threat and vulnerability tools, including intrusion detection/prevention, firewall, virus protection, encryption, user authentication, and audit logs.
- H. Maintains deep knowledge of current and emerging threats and vulnerabilities in IT Security.

Kendall County Job Description

- I. Conducts research regarding emerging cybersecurity threats_ and communicates the research findings and recommendations to appropriate County staff and elected officials.
- J. Attends conferences, professional association meetings and technical symposia to gain awareness of the latest information security technological developments and provides recommendations regarding how to implement necessary security technological developments at the County.
- K. Responds to and assists in information security assessment requests.
- L. Evaluates vendor products and services and maintains good working relationship with vendors.
- M. Makes recommendations regarding best security practices, which recommendations are given significant weight by the final decision-maker.
- N. Collaborates with the County's Network Administrator to create and manage IT contingency plan for disaster recovery efforts in Incident Response Plan.
- O. Serves as backup for the County's Network Administrator and Systems Analyst.
- P. Has regular and routine access to confidential data and records and must maintain the confidentiality of said data and records.
- Q. Attendance and punctuality during assigned work hours and after work hours, as necessary, with the possibility of off hours' support.
- R. Complies with all applicable state and federal laws and regulations.
- S. Adheres to all applicable County policies and procedures.
- T. Performs other duties and responsibilities, as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling and grammar.

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- Industry Certifications preferred but not required – Security+, CISSP, and CEH
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

E. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety polices and governing policies and procedures.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.

Kendall County Job Description

- Proven time management skills.

F. Education and Experience:

- Either (a) a minimum of a Bachelor's Degree in Computer Science or (b) a minimum of a high school diploma/GED degree and at least 7 years prior equivalent work experience in Information Technology.
- Working knowledge of Microsoft software, such as Windows Products and ability to perform application support, as needed.
- General knowledge of networking devices, software, and file transfer protocols is required.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 20 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other County office locations and outside of the County.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date