

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Network Security Specialist (NSS)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G62/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, facilitates network security policies, standards, forms, and procedures to protect District Information Systems against unauthorized access in support of providing a safe learning and working environment; implement board-approved Acceptable Use Policies for both student and administrative computer and network use; ensure security policies and configurations are applied and maintained for routers, switches, remote access devices, firewalls, servers, desktops, laptops, and other network devices.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Responsible for the planning, monitoring, securing, testing, upgrading and maintaining the District's network security infrastructure, which consists of elements of networks, desktops, servers and other network attached devices. *E*

Configure, test, maintain and design a variety of network equipment and configurations including but not limited to: Enterprise firewalls, content filters, Core and edge routers, Core and edge switches, wireless access points, Network Object Groups, VOIP equipment, VLAN, NAT Addressing Rulesets, RADIUS Authentication, and other Access Control Lists in relation to network security. *E*

Recommend security-related policies for user account creation, user password standards, access control lists, software installation and standards, hardware security standards, and network access to ensure the safety of District information. *E*

Lead and coordinate Active Directory Group Policies as applicable to support student, teacher, administrator, staff and technical support personnel, and manage the Active Directory Organizational Units that define each group. *E*

Recommend Microsoft Exchange Access Policies to ensure that computers and networks are used appropriately to protect students and staff from receiving email from unapproved sources. *E*

Configure RADIUS or other authentication systems to facilitate secure network authentication on wireless access points, wired Ethernet connections, web servers, routers, switches, firewalls, as well as other network devices. *E*

Serve as the project leader for major complex projects to support the effective operation of the department. *E*

Train and provide clear direction and guidance to staff and users as required regarding assigned programs in support of professional learning; travel to user sites as necessary to meet the needs of students and staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Information Systems, computer science or related field supplemented by courses in systems analysis and programming; four years of experience in systems development and application programming as well as network design, administration and optimization experience in a large enterprise LAN and WAN production environment supporting complex, highly-available multi-protocol networks.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of relevant professional certifications such as CCNP, MCSE or equivalent or ability to obtain with in one year.

Special Requirement:

This position may work additional assignments including evenings and weekends to accommodate testing, support, maintenance and potential call back duty responsibilities.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles of systems analysis.

Operating system and scripting languages used by the District.

Mainframes, personal computers, LANs, WANs and IP convergent technologies.

TCP/IP, UDP, and ARP protocols

Layer 2-5 network security protocols

Network Protocol Analyzers and packet decoding

A variety of enterprise class server platforms, to include current Microsoft, Linux, VMWare Vi3 Server, or Unix variants.

Methods of managing large enterprise network and distributed system environments and demonstrated skill in analyzing TCP/IP networks.

LAN/WAN protocols and topologies, network routing and switching technologies (HP and Cisco preferred), firewalls, remote access, QoS (Quality of Service) and traffic management.

Network and server security policy implementation.

Disaster Recovery projects or maintenance of DR environments.

Layer 2 network technologies including switches, VLANs, QOS, spanning tree/RSTP/MSTP and 802.1q.

Wireless management and related technologies.

Interpersonal skills using tact, patience and courtesy.

Radius Servers and 802.1x network access protocols.

VoIP/SIP in a production environment.

Unix skills and ability to script in either Powershell or PHP.

Monitoring and analysis tools.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Communicate, understand and follow both oral and written directions effectively.

Analyze situations accurately and adopt an effective course of action.

Plan, prioritize and organize work to meet schedules and time lines.

Analyze system requirements and establish system procedures.

Communicate with and understand user needs and systems requirements.

Read, understand, explain and implement technical material from manuals and journals.

Work independently with little direction.

Prepare comprehensive narrative and statistical reports.

Multitask and perform in a fast paced, critical environment.

Initiate and demonstrate flexibility in the prioritization of responsibilities.

Analyze and troubleshoot situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and computer systems environment; constant interruptions; occasionally subject to noise from office and computer operations; extended viewing of computer monitor; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment, seeing to view monitors, hearing and speaking to exchange information and make presentations, lifting moderately heavy objects: sitting or standing for extended periods of time; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files and equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disabilities Act as required by law.

*E=Essential Functions*