



OFFICE OF HUMAN CAPITAL

Administration Building
5225 West Vliet Street
P. O. Box 2181 Milwaukee, WI 53201-2181
Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Systems Programmer (Security)		Job Class:
DATE	Office of Operations	
	Technology	
Pay Schedule:	Pay Range:	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
		APPROVALS
<p>POSITION SUMMARY: Provisions, installs, configures, operates and maintains networking systems security programs and processes that support and enforce the District Security Policies and Procedures. Responsibilities include security at the network, server and application level on all computing platforms. Districts Responsibilities on these systems include system administration, engineering and provisioning, operations, monitoring support, maintenance and research to ensure continual innovation.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

Primary Duties

1. Develops and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction or disclosure.
2. Develops and implements security measures for access to District processing systems, including network, Active Directory servers and LINUX/UNIX Operating System. Ensures compliance with Districts security policies and standards.
3. Develops technology frameworks or security architectures at an enterprise level as well as being able to develop a security architecture framework for a multi-application environment.
4. Confers with user departmental management and development staff to define security for new or modified software; to define staff/student/parent data access needs and risk of data loss or disclosure.
5. Performs Security Risk and Exception Assessments and/or Penetration testing. Provides information and data to auditors as needed.
6. Reviews access violations recorded by security systems and reports violations to user managers. Informs Technology management about security issues and presents recommendations for improved security programs.
7. Coordinates implementation of vendor-issued security software updates for network, server and software applications.
8. Actively supports the MPS Strategic Plan.
9. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Reports to the Technical Services Supervisor (Networking). Must have the ability to work cooperatively with others to achieve shared goals, showing diplomacy and flexibility to achieve the best possible results. Receives strategic direction and project assignments that support the Technology Strategic Plan. Project assignments are reviewed and approved periodically based on key target dates.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

None

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

- BE or BS Degree in one of the following subject areas: Computer Science, Business Administration, Information Technology or equivalent work experience.
- 1-3 years IT operation with strong understanding of server hardware, Windows Operating System, theories, principles, and best practices
- 1-3 years Network Security Administrator experience

Knowledge, Skills, and Abilities

- Security Policy, Procedures and Standards Development
- Intra-networking Security
- Internet Security
- Anti-Virus, Malware Detection & Spam Protection
- Network Management: PRTG, Nagios, Microsoft SCCM
- Network Operating Systems: Windows 2008 -2012 Server, Active Directory, LINUXUNIX
- Security Technologies: Cisco Adaptive Security Appliances for Firewall and Virtual Private Networking, Proxy and Content Filtering
- Secure Protocols – Open SSH, Cisco IronPort Email Security
- Protocols: Authentication – Remote Server Access – SSH, Internet Remote Access – IPSec, RADIUS/TACACS, Network Management – SNMP

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment working within a structured business environment. Travel to various school locations is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Must be able to sit for long periods of time along with walking, standing, climbing stairs, reaching pushing, pulling, leaning and twisting. Must be able to lift 50 lbs.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.