

Title: System & Network Security Administrator
Reports To: Director of Technology
Employee Type: Full-Time, 12-Months, Salary

I am part of an educational team that prepares students for college.

Responsibilities

1. Assists in planning, designing and implementing additional networks for continued expansion of CCS.
2. Assists in research, selection, and deployment of cost-effective technology solutions to meet or exceed educational and staff development goals.
3. Assists in design, deployment, and maintenance of network topology and infrastructure, including, but not limited to: LAN, WAN, URL filter, email system, firewalls, WiFi access points and controller, Servers, etc.
4. Implements and maintains network security; polices network policy violations.
5. Implements and maintains CCS's telecommunication systems.
6. Implement and maintain CCS disaster recovery plan (including backups, email litigation, etc.)
7. Maintains computers, servers, switches and other technology assets to ensure smooth, uninterrupted and reliable service.
8. Conducts himself or herself according to professional, ethical principles.
9. Shares a commitment to the success of the mission, goals, and objectives of CCS.
10. Promotes good citizenship through actions as a role model.
11. Continually strives to improve methods, teaching techniques, and interpersonal relationships.
12. Displays personal qualities that reflect favorably upon the individual and the school.
13. Maintains highest level of confidentiality pertaining to CCS's employee records, financial information and students' records.
14. Shares a commitment to the success of the mission, goals, and objectives of CCS.
15. Assumes other responsibilities assigned by the Director of Technology.
16. Abides by the CCS *Employee Manual* as well as CCS policies and procedures.

Required Qualifications

1. Three to five years experience in field or related field.
2. Prefer a Bachelor's degree in Information Technology, Computer Science or related field, or equivalent demonstrated work experience.
3. Related industry certifications (Network+, Security+, CCENT / CCNA, MCSA, etc.) desired.
4. Knowledge of routers and switching technology, especially with HP, Cisco, Extreme technologies.
5. Knowledge of firewall management, especially with Palo Alto technologies.
6. Knowledge of wireless controller and access point management, especially with Ruckus technologies.
7. Experience implementing TCP/IP networks including IP network design, Directory Services, DHCP, WINS, DNS, network printing, etc.
8. Expertise in conveying complex subjects in simple concise term to non-technical individuals.
9. Strong interpersonal skills and self-motivated.
10. Excellent verbal and written communication skills.
11. Ability to originate strategic thinking.
12. Meets criteria for employment in a PA Public School (background clearances and pre-employment health screening.)
13. Must possess valid PA driver's license and be able to drive between CCS locations as needed.

Job Performance Requirements

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Ability to sit and stand for extended periods of time.
2. Ability to exhibit mental dexterity to dial a telephone, to enter data into a computer, to read a computer screen and printed material with or without vision aids, to hear and understand speech at normal classroom levels outdoors, and on the telephone, and to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
3. Ability to physically lift up to 50 pounds.
4. Ability to bend, stoop, climb stairs, and reach overhead.
5. Ability to read, analyze, and interpret professional releases, technical procedures, or governmental regulations.
6. Ability to write reports, business correspondence, and procedure manuals.
7. Ability to interface diplomatically with administrators, teachers, students, support staff, colleagues, and outside professional contacts.
8. Ability to coordinate and evaluate staff use of technology as well as to use technology for individual and system management, communication, research, and presentations to both small and large groups.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.