

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: COMPUTER SECURITY AND SPECIAL PROJECTS MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Director Technology Services, organize, implement, manage, and monitor computer security, computer forensics and special technology projects.

#### **ESSENTIAL FUNCTIONS:**

Plans, develops, and manages computer security technologies, systems, standards, procedures and guidelines throughout the District.

Plans, develops and implements special projects as directed, including but not limited to automated computer inventory control administration; software distribution administration and anti-virus software implementation and administration.

Conduct security violation investigations or technology investigations of inappropriate use. Utilize computer forensic techniques and methodologies in order to maintain and comply with all rules of evidence.

Develops and manages a District-wide security technology program including centralized or distributed security hardware, software, and services.

Collaborates with technology management, site management and district leadership to identify primary risk exposures and ensure the existing security architecture appropriately addresses and mitigates exposure.

Coordinates with other Technology Services functional areas to provide guidance and direction for the inclusion of appropriate security and access controls in hardware and software systems.

Ensures appropriate processes to design, install, monitor, and audit ongoing operations to detect, analyze, and correct security infractions/violations.

Develops and recommends security standards and baselines to define required security controls and settings on all servers, commercial applications, operating systems, and networks.

Writes security standards and procedures.

Manage, coordinate and facilitate implementation of security audit recommendations; insuring that all recommendations of audit are addressed or implemented within reasonable time lines.

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Assure District technology needs are met according to established time lines; assure procedures comply with established guidelines.

Provide prompt communication to and from colleagues, staff, administration and school sites.

Develop and conduct training on security practices and policies for district staff.

Prepare reports related to training, support and assigned activities.

Assist technicians with performing duties as necessary.

Drive a vehicle to conduct work.

Perform related duties as assigned.

### **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Technical aspects of LAN and WAN maintenance, operation and desktop support.

Computer security technologies and computer forensics methodologies.

IT security principles, access controls, hardening procedures, confidential information protection principles; firewall technology, operating system security, remote access security, web technologies, voice data, advanced local-area and wide-area networking technologies;

Security management principles

Law, investigation and ethics surrounding IT security

Methods and procedures of operating computers and peripheral equipment.

Technical aspects of field of specialty.

Principles of computer technology.

Computer hardware systems, software applications and languages utilized by the District.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, collaboration and courtesy.

Principles, methods and problems of operating computers and peripheral equipment.

Report preparation techniques.

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### **ABILITY TO:**

Organize, manage and monitor the projects and work to be performed.  
Balance security needs versus usability.  
Communicate any operational changes to end users.  
Work in a collaborative manner with all staff, end users, and administration.  
Assure District technology needs are met according to established time lines.  
Install and configure various software applications on LANs and microcomputers.  
Select and procure appropriate diagnostic and repair tools for Department personnel.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of technological advances in the field.  
Analyze situations accurately and adopt an effective course of action.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Prepare reports.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information.  
Move hands and fingers to operate a computer keyboard.  
Sit or stand for extended periods of time.  
See to view a computer monitor.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree in computer science or closely related field and two years experience in support of computer systems and users.

### **WORKING CONDITIONS:**

ENVIRONMENT: Office environment.