

	Prior 7/1/2004	After 8/14/2006
Class Code:	NA	9332
Title:	N/A	IT Security Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Administrative/Managerial
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: IT Security Administrator

Job Summary:

This is work directing the overall security and protection of the University's networked information infrastructure, digital assets, and electronic communications.

Example description of duties (not all inclusive):

Coordinates a comprehensive institutional security plan that includes business continuity planning, systems access control, system development and maintenance, physical and environmental security, organizational and personnel security, desktop computers and operations security, and asset classification and control.

Develop and implement information security standards and services for the general university population to increase overall systems, desktop and laptop workstation, and campus network security.

Publicize and educate the university community on issues and procedures for eliminating and avoiding IT security threats.

Reviews and implements security processes, educates the university community, and drafts policies.

Coordinate the implementation of a university security architecture plan as it relates to network infrastructure, digital assets, and electronic communications.

Coordinate and manage activities of the ITS Security Response Team.

Develop and implement policies and guidelines.

Review, audit, and enhance IT security processes and procedures insuring compliance with industry standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization and two years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and three years of appropriate experience.