

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### SYSTEM ADMINISTRATOR II SECURITY & FIREWALL MANAGEMENT

**SALARY SCHEDULE: SSP- 15**

**COST CENTER: INFORMATION TECHNOLOGY (9020)**

**QUALIFICATIONS:**

- (1) Associate's Degree or Technical Institute Degree/Certificate or higher in Computer Science, Computer Studies or Computer related technical field or high school diploma with active NSE 4, Security+ or relevant security certification and seven (7) years' experience.
- (2) Minimum of five (5) years successful experience working in network and server software support with appropriate supervision.
- (3) Minimum of five (5) years successful experience in installing and maintaining enterprise level systems, server operating systems and applications software.
- (4) Knowledge and experience in working with virtualized environments.
- (5) Knowledge and experience working in Microsoft Server platforms.
- (6) Demonstrated ability and experience working in Active Directory, DNS & DHCP & Group Policy Objects.  
Knowledge and experience working with report auditing software (Varonis, Nessus Pro & SCCM Security Logs).
- (7) Knowledge and experience working with Digital Forensics applications (Encase, Autopsy, Kali Linux Suite).
- (8) Demonstrated ability and experience working in Fortinet Enterprise Firewall.
- (9) Demonstrated ability and experience working in Fortinet Enterprise (FortiAnalyzer)
- (10) Current CJIS certification preferred.
- (11) Industry standard certifications related to cybersecurity or firewall management are preferred but must obtain at least one within two years of employment in position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and skill in the use of test equipment, tools and new technical developments needed to perform assignments. Knowledge to operate computer and peripheral equipment. Ability to organize and execute logical work sequences. Ability to work cooperatively with a variety of people. Ability to make decisions based on relevant information. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess good interpersonal and communication skills. Ability to manage time effectively.

**REPORTS TO:**

Manager of Infrastructure and System Administration

#### JOB GOAL

To provide advanced software and training support and customer assistance needed for the installation of systems, peripherals, applications, servers and work stations. Promote the success of students and staff of the Sarasota School District

**SUPERVISES:**

N/A

## **SYSTEM ADMINISTRATOR II SECURITY & FIREWALL MANAGEMENT (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Daily operation of all Fortinet firewalls (e.g. configuring, upgrade, rule creation and modification, etc.).
- \* (2) Setup and manage Site to Site VPN connections.
- \* (3) Monitors firewall system resource allocation and utilization.
- \* (4) Perform root cause analysis utilizing packet captures, logs and other analytical tools.
- \* (5) Review requirements of proposed systems and submit recommendations for improvement.
- \* (6) Support develop and maintain written standards and policies of security & firewall documentation.
- \* (7) Evaluate system performance and make recommendations for improvement.
- \* (8) Change Management procedures set forth by the department.
- \* (9) Act as a supporting liaison to vendors & customers needing accessibility.
- \* (10) Provide for one or more specialized area of applications / operating system support.
- \* (11) Schedule resources and complete tasks as required.
- \* (12) Make decisions and set priorities within the guidelines established by the supervisor.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Provide for a safe and secure workplace.
- \* (15) Model and maintain high ethical standards.
- \* (16) Follow attendance, punctuality and proper dress rules.
- \* (17) Maintain confidentiality regarding school matters.
- \* (18) Maintain positive relationships with staff and vendors.
- \* (19) Participate in workshops and training sessions as required.
- \* (20) Communicate effectively with staff and vendors.
- \* (21) Keep supervisor informed of potential problems or unusual events.
- \* (22) Respond to inquiries or concerns in a timely manner.
- \* (23) Prepare all required reports and maintain all appropriate records.
- \* (24) Follow all School Board policies, rules and regulations.
- \* (25) Exhibit interpersonal skills to work as an effective team member.
- \* (26) Demonstrate support for the School District and its goals and priorities.
- \* (27) Sustained focus and attention to detail for extended periods of time.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 12**

\*Essential Performance Responsibilities