**RIVERSIDE COMMUNITY COLLEGE DISTRICT**
**NETWORK SPECIALIST – DATA SYSTEMS SECURITY**

**BASIC FUNCTION**: Under the supervision of the area manager, designs, engineers, implements and administers a variety of network services including but not limited to e-mail communications, wireless network, data security and network access control, data backup and restoration, as well as, enterprise level anti-virus and anti-SPAM for servers, workstations, and e-mail communications.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**
1. Designs, installs, configures, and administers, District enterprise level email servers to ensure 24/7/365 local and remote e-mail access, including backup and recovery of data.
2. Designs, installs, configures/programs, and administers listserv server and ensures interaction with e-mail server to enable district listserv electronic communications.
3. Work with consultants to install and configure various communication and security services including the student email MIIS server.
4. Designs, installs, administers, and schedules all network server backups and disaster recovery using enterprise level backup equipment and software for the backup and restoration of District data stored on servers and storage area networks (SANs) including student email hosted system(s).
5. Designs, programs, and administers a redundant enterprise level firewall hardware and software system for external, internal, and DMZ segmentation to prevent threat of attack against employee and student data, including in-depth technical knowledge of control access-list programming and trouble- shooting to ensure proper access and communication between authorized systems only, and prevent penetration by hackers or threats into our internal networks and information systems assets.
6. Designs, implements, and administers multiple Intrusion Prevention System (IPS) devices to detect and mitigate network attacks.
7. Evaluates logs and coordinates incident response to breaches in security.
8. Designs, installs, configures, and administers secure remote access for mobile/remote employees.
9. Designs, installs programs, and administers a secure communications gateway to check all email in and out of the district for threats.
10. Manage all anti-virus software for servers and workstations both staff and students District wide;  in conjunction with micro and network support, coordinates, troubleshoots, and cleans up viruses/malware on infected systems.
11. Responsible for the architecture, implementation, and administration of the District wireless network, including the management of wireless appliances and multiple controller units District wide.
12. Supports Network staff troubleshooting server and network issues related to security, e-mail, backups, anti-virus, and other issues related to this position's responsibilities.
13. Provides work direction to part-time hourly staff.
14. Maintains current knowledge of networking, server operating systems, wireless networks, virus protection, backup systems, and email solutions.
15. Maintains records of work and documentation, including installation procedures for server applications and client workstation configurations necessary for proper security, backup, wireless, and e-mail communications.
16. Addresses security issues in the Virtual Server environment.

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17. Provides second level support for District micro support desktop staff.
18. Participates in District-provided in-service training programs.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

**Education and Experience:** An associate's degree from an accredited institution in a related field and four (4) years of networking and cybersecurity experience; or an equivalent combination of education, training, and/or experience.

**LICENSES/CERTIFICATIONS:** Must possess a valid driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

**KNOWLEDGE OF:** Enterprise Level Security management, Backup solutions, Wireless Networks, and E-mail communications.

**ABILITY TO:** Use appropriate testing equipment and use hand tools to perform job duties.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, other district/college departmental staff and administrators, faculty and students, contractors, vendors, consultants. Confidential contacts such as Diversity & Human Resources and College Safety & Police.

**PHYSICAL EFFORT:** Dexterity in the use of fingers, limbs, and body in the operation of office equipment. Tasks require extended periods of time at a keyboard. Ability to lift up to 50 pounds.

**WORKING CONDITIONS:** Daily work in Network Operation Center with constant white noise and low temperatures. Tight and dirty IDFs with limited or no environment. Use of ladders and step stools to install and manage equipment over your head.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.