TITLE:	**IT Security Specialist**	JOB CODE:	199
DEPARTMENT:	Information Technology	FLSA:	Non-Exempt
PREPARED:	November 6, 2012	UPDATED:	08/31/2020

Summary: Under general supervision, analyzes, designs, implements, and maintains the County's computerized security systems; maintains and updates desktop computers and peripherals; provides technical support to users in remote sites throughout the County. This IT professional will support and ensure an effective and compliant computerized security system.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Installs, maintains and upgrades network hardware and software components associated with security surveillance and security door access control as required.
- Conduct security system audits; protect the County's computer information and prevent the loss of data.
- Performs daily standard maintenance of the security related systems; troubleshoots operating problems and implements fixes.
- Assists in planning for future security needs as directed by Administrators.
- Assesses and evaluates network problems within the security system in order to determine solutions and corrections.
- Responds to the needs and questions of users in an understandable way concerning the use of and access to security systems.
- Maintains and updates the desktop computers and peripherals in assigned offices; assists users with software and printing problems as requested.
- Maintains and updates computerized security systems and procedures.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of network operations, hardware and software.
- Knowledge of all security related operations, hardware and software.
- Knowledge of County policies and procedures.
- Knowledge of IP cameras, Coax camera, and NVR systems.
- Skill in supporting a variety of network software packages and systems.
- Skill in supporting a variety of security related software packages, hardware and systems.
- Skill in troubleshooting network hardware, security related systems and software operations to fix problems.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and managers.

Job Description
IT Security Specialist

Education and Experience

- Associate's degree in Computer Science, or equivalent combination of education and experience totaling five (5) years.
- Demonstrated experience with the following:
    - Pelco camera systems
    - Avigilon camera system
    - Door access control systems
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as lifting, carrying and moving PCs.
- Operate County vehicles.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____