

Job Title: Network & Security Coordinator
Department: Technology Department
Reports To: Director of Technology Operations and Security
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

Designs, plans, and coordinates deployment and management of the Washington County School District Network and Security. Manages Network and Security group. Designs, plans and coordinates the Washington County School District IT security plan. Monitors and Improves the security posture of the Washington County School District Network and IT assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Creates network and security action plan.

Coordinates integration of Firewalls, WAN Devices, LAN Devices (Wired / Wireless), IP Phones, IP Cameras and other Network & Infrastructure devices.

Coordinates integration and deployment of WAN and LAN networks.

Coordinates Network / Device Authentication, DNS, and other critical network services.

Manages, maintains, and monitors Firewalls, IDS/IDP and VPN Systems.

Designs, implements, and integrates security solutions.

Monitors and manages security tools and services.

Responds to and remediates security incidents.

Provides basic to advanced forensics analysis for security incidents. Investigates violations of district security, policy, acceptable use, and state/federal laws related to computer technology involving resources and/or personnel.

Assists in the development of security policies, plans, and procedures.

Conducts risk and vulnerability assessments on organizational infrastructure.

Provides secondary support for the following services: IP Cameras, IP Phones, Routers, Switches, Wireless, WAN Links, AntiVirus, Network Content Filter and Active Directory.

Maintains a high level of confidentiality and discretion.

SUPERVISORY RESPONSIBILITIES

This position will have supervisory responsibility over the employees assigned to the Network & Infrastructure Team of the Technology Department.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Strong written and verbal communication skills. Strong leadership skills and good interpersonal and organizational skills.

Ability to manage multiple projects and tasks at the same time. Ability to train and instruct security best practices and network infrastructure management.

Experience with Cisco equipment and security architecture. (URPF, Destination based BlackHole application, Netflow, 2-Factor Authentication)

Experience with programming and scripting, *NIX/BSD/Linux Operating Systems, and NetFlow v5,v9.

Detailed knowledge of TCP/IP Protocols and the ability to decode traffic.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in a related field of study and 5 years' related experience or a combination of education and related work experience.

CERTIFICATES, LICENSES, REGISTRATIONS

IT Forensic Certification preferred. Hold and maintain a valid Utah driver's license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle. The employee frequently is required to stand and walk; talk or hear; reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

Prepared By: Technology & Media Director II		Date: 07/01/2013
Approved By: Executive Director, Human Resources		Date: 07/01/2013
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 09/29/2015
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 05/26/2017
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 07/01/2018
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 01/15/2019
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Technology & Media Director	Date: 04/21/2022
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Director of Technology Operations & Security	Date: 04/11/2025

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	