

**Job Title:** Systems & Security Analyst  
**Department:** Technology Department  
**Reports To:** Network & Security Coordinator  
**FLSA Status:** Exempt  
**Salary Schedule:** EC lane 03



## **SUMMARY**

The Systems & Security Analyst's role is to develop and maintain authentication and identity directory systems, various web applications, open source database systems, Linux servers, and various virtual environments. They will also be responsible for various IT security systems to include camera surveillance and endpoint protection.

**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.*

Develops, manages, and maintains various web based software applications through best practices.

Designs, installs, and maintains production databases while ensuring high levels of data availability.

Develops, implements, and oversees database policies and procedures to ensure the integrity and availability of databases and their accompanying software.

Maintains the ongoing maintenance of various virtual and physical servers.

Maintains development servers during the course of the job.

Develops additional modules and features of the Koha system as needed.

Creates and modifies templates in Koha to satisfy Media Coordinators, paraprofessionals, and patrons.

Deploys Koha and migrates existing library catalogs to Koha as needed

Designs, develops, and maintains authentication and identity directory systems to include OpenLDAP and Active Directory.

Manages various RADIUS systems.

Assists the Database Administrator, especially as it relates to data linked to the active directory and other servers supported by this position.

Assists the Database Engineer in the management of the primary virtualization system.

Manages open source database software to include MySQL.

Manages IP camera systems throughout the District. Provides direct support and training.

Manages the District's endpoint protection solution, identifies threats, and coordinates with local technology support personnel to resolve issues.

Coordinates closely with the Network & Security Coordinator on all deployments, designs, and issues.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities unless directed by Technology & Media Director II.

**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.*

Must be proficient in AD administration and migration tasks; creating and administering MySQL and/or PostgreSQL Databases; interpreting SQL statements; creating and/or modifying PERL computer code; modifying PERL HTML Templates; designing HTML web pages; creating and/or extending PERL Modules; accessing Directories such as OpenLDAP and Active Directory; interpreting hex code representing catalog information for a library; deploying software solutions

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

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 related field of study and 1 year related work experience or the equivalent combination of significant college education and related work experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**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.

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Prepared By: <b>Technology &amp; Media Director II</b>		Date: <b>05/08/2008</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>06/03/2008</b>
<input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>09/29/2015</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>HR Assistant Director</b>	Date: <b>01/23/2019</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>Director of Technology Operations &amp; Security</b>	Date: <b>04/11/2025</b>
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

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**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:	