CITY OF POCATELLO
CLASSIFICATION SPECIFICATION

Network Cybersecurity Engineer

Department: Information Technology **Reports to: Chief Information Officer** **Pay Grade: G15**
Date Established: 1/2022 **Date Revised:** **FLSA Status: Exempt**

CLASSIFICATION SUMMARY

The Network Cybersecurity Engineer is responsible for developing, planning, implementing, managing, monitoring, and upgrading security policies and measures for the protection of the City's data, systems, and networks. The position also manages the City's networks of firewalls, routers, switches, network connectors, servers, supervisory control and data acquisition (SCADA) systems, and related equipment to ensure its security and connectivity. The job also manages the Voice over Internet Protocol (VoIP) phone system.

Work involves an extensive amount of both networking and cybersecurity responsibilities. Networking responsibilities include managing, planning, installing, and supporting the physical layer of the LAN/WAN communication network, analyzing the cost/benefit of major networks; designing, configuring, and coordinating upgrades and connections for all devices relying on the network; analyzing and implementing new technologies, performing network services; monitoring network communication; and providing technical overview and consultation in design, installation, configuration, and monitoring of physical infrastructure.

Cybersecurity responsibilities include developing, planning, implementing, managing, monitoring and upgrading security policies and measures; troubleshooting both security and network issues, responding to system and/or network security breaches; ensuring that the City's sensitive information and IT equipment are kept safe by implementing the correct security measures; testing and identifying network and system vulnerabilities; and conducting investigations and forensic analysis to determine the root causes of security issues as they arise.

The work environment is a Department office and field environment that may include exposure to adverse weather conditions, working on building roofs, and hazards involving the use of power tools and equipment. The noise level is generally moderate.

The job is an on-call position, responding to emergency situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES ***(illustrative only and may vary by assignment)***

Manages the City's network of routers, firewalls, switches, servers, operating systems, wireless systems, SCADA systems, and related equipment to ensure the connectivity and security of the City's computer systems.

Manages, plans, designs, installs, and supports the physical layer of the LAN/WAN communication network. Resolves connectivity issues with minimal downtime. Performs planning, needs justification, and cost/benefit of major network (both LAN/WAN) systems, physical cabling, and network communication connectivity to other computing environments. Designs, configures, and coordinates upgrades, and connections for all devices relying on the network. Identifies future City infrastructure requirements and researches, analyzes, and implements new technologies as suggested. Performs related network services including warranty, installation, and configuration.

Investigates user problems, performs diagnostics, analyzes, troubleshoots, and resolves user, network, and system problems that cross department lines. Troubleshoots and oversees modifications to enhance network operating efficiency and ensures operating problems are resolved.

Design, implement, and maintain information system security controls and countermeasures. Analyze and recommend security controls and procedures in acquisition, development, and change management lifecycle of information systems. Monitor information systems for security incidents and vulnerabilities; reports on incidents, vulnerabilities and trends.

Respond to information system security incidents, including investigation of, countermeasures to, and recovery from computer-based attacks, unauthorized access, and policy breaches; interacts and coordinates with third-party incident responders, including law enforcement.

Analyze trends, news and changes in threat and compliance environment with respect to organizational risk; advises City management and develops and executes plans for compliance and mitigation of risk; perform risk and compliance self-assessments, and engages and coordinates third-party risk and compliance assessments.

Analyzes and develops information security governance, including organizational policies, procedures, standards, baselines and guidelines with respect to information security and use and operation of information systems.

Ensure that the City's sensitive information and IT equipment are kept safe by implementing the correct security measures.

Develops and administers, or provides advice, evaluation, and oversight for information security training and awareness programs.

Assists with preparing and implementing Department budget, projecting costs for future fiscal years.

Assists City employees with the information technology and telephone systems. Answers questions, provides technical support, and troubleshoots and resolves hardware and software problems.

Maintains records, logs, and documents of installations, upgrades, repairs and system operations.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Operation of the City's computer and information technology systems to ensure connectivity and security;
- IEEE and EIA/TIA Standards;
- SCADA technologies and systems;
- Methods and techniques of installing, maintaining, and upgrading the City's computer network, hardware, and software, including but not limited to routers, firewalls, switches, servers, operating systems, wireless systems, fiber optic networks and technology, wiring topologies, and related equipment;
- Methods and techniques of performing scheduled system upgrades;
- Current trends in cybersecurity measures;
- Methods and techniques of maintaining system security, including virus and malware protection;
- Municipal policy making and budgeting processes;

- Methods and techniques of troubleshooting and performing repairs on network equipment;
- Methods and techniques of vulnerability testing to ensure City cybersecurity;
- Methods and techniques of maintaining City VoIP telephone system;
- Methods and techniques to provide training to all levels of employees;
- Operation of standard office equipment;
- Customer service methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Install, maintain, and upgrade the City's computer networking system to ensure connectivity and security;
- Manage the broadband connections to City Hall and LAN/WAN networks connecting City Hall to outlying City facilities;
- Pay close attention to detail and be meticulous in planning and reporting for both networking and cybersecurity duties;
- Maintain excellent time management skills to juggle competing tasks efficiently and accurately;
- Utilize complex problem-solving skills to remedy network or cybersecurity problems with minimal down time or impact to users;
- Ability to test and identify network and system vulnerabilities and take a proactive rather than reactive approach to eliminate the vulnerabilities;
- Design, implement, and manage various SCADA systems;
- Manage the Police,Fire, and EMS vehicle connections;
- Install new computers, related hardware, and software;
- Perform scheduled system upgrades
- Operate basic office equipment;
- Operate a personal computer and job-related software and applications;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelors of Science Degree in computer science or similar field or other advanced equivalent computer training required;
- Advanced degree in similar field desired;
- Cisco or Microsoft system technician preferred;
- Cybersecurity certification such as CompTIA Security+ and CompTIA CySA+ required within 18 months of employment;
- Five (5) years' experience, including two (2) years network management experience, is required;
- Idaho driver's license required

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, use hands to handle materials, manipulate tools, keyboard and type, operate a motor vehicle, reach with hands and arms, and operate job-related

equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Hiring Note:**

The Network Cybersecurity Engineer position requires Cybersecurity certification such as CompTIA Security+ or CompTIA CySA+ within eighteen (18) months of hire date. Failure to acquire this certification by the established date will violate the terms of the position and will result in layoff from the position.