



EMPLOYMENT OPPORTUNITY
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Job Title	IT Security Administrator
Department	IT
Reports to	Network Services Manager
Position Summary	The Security Administrator will perform implementation and operational duties necessary to administer, support, monitor and enforce technical security controls.
Essential Functions	<ul style="list-style-type: none"> • Participate in the management of security relevant applications (e.g. Anti-virus, Configuration Management, Web Filtering, Secure FTP, SSL, Firewall, Site to Site VPN, End User VPN, IDS/IPS. • Administer SSL and domain certificates. • Perform routine daily security activities and tasks including firewall and IDS/IPS log analysis. • Participate in the implementation of technical security safeguards. • Serve as member of Incident Response Team. • Compose periodic reports, Project updates, and other pertinent documentation. • Assist other technical team leads with security-related administrative tasks.
Key Qualifications	<ul style="list-style-type: none"> • Well-rounded security experience with demonstrated security administrator skills. • Excellent communication and people skills. • Strong analytical & problem solving skills. • Strong functional knowledge of information security programs. • Ability to work independently & as an effective contributor in a team environment. • Ability to manage confidential & sensitive issues and situations. <p>Education: Bachelor's degree (in Information Technology, Information Security, Management Information Systems or related area a plus) or equivalent experience.</p> <p>Experience: 5 years experience in security industry including:</p> <ul style="list-style-type: none"> • Hands on administrations experience with most of the following in an enterprise class environment: Web Proxies, Reverse Proxies, Web Filters, Anti-Virus, Firewalls, IDS/IPS • Radware Defense Pro. • Familiar with security administration in a Windows environment <p>License / Certification: (One or more of the following required) GISF, GSEC, CISSP, CompTIA Security+ , GCED Trend Micro Certified Security Professional (Office Scan) Websense Web Security Professional</p>

For consideration: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.