

SYSTEMS SECURITY ADMINISTRATOR

DEFINITION

Under general direction, develops, maintains and implements cloud strategy and application security for enterprise hosted applications protecting and maintaining the integrity of data throughout the city. Responsibilities also include programming and development of enterprise wide systems working within a team environment to meet departmental goals.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Information Services Manager.

DISTINGUISHING CHARACTERISTICS

The Systems Security Administrator develops and maintains policies and procedures that are designed to protect shared application programs, databases and data files from unauthorized or accidental duplication, modification or destruction in a cloud environment. Establishes and maintains correct access rules defining who has access to which data sets under what circumstances. It is responsible for ensuring project and team alignment with enterprise technology standards. Acts as an expert providing direction and guidance using Enterprise Resource Planning (ERP) solutions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following.)

Establishes the validity of shared applications and its components with both short and long term implications in a virtualized computing environment.

Leads complex enterprise proof of concepts for a government cloud network, establishing strategic partnerships and providing strategic direction.

Meets with government and industry cloud computing subject matter experts.

Maintains awareness of industry and market trends for ERP solutions, tracking emerging cloud computing technologies, best practices, standards and initiatives across government agencies.

Works across organizational boundaries to collaborate and foster partnerships with other agencies to gain agreement on roles, responsibilities, capabilities, requirements and implementation of methods and tools to exploit the benefits of cloud computing.

Prevents unauthorized access to data and resources on hosted and cloud networks; determines areas of weakness in the security architecture in a virtual environment.

Maintains a broad understanding of public/private/hybrid cloud solutions, SaaS, and enterprise application hosting and the security elements of each.

Performs other related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

ERP Systems (including PeopleSoft) with the understanding of how ERP systems work from a high level, maintenance, programming and operational perspective.

Network and system security technology and practices including mainframe, client/server, PC/LAN, telephony, Internet related technology and virtual networks.

Familiarity with infrastructure components, specifically, server and storage platforms, network, data centers and application middleware.

Database administration and the ability to effectively perform installations, configuration management, security, back-up and recovery procedures.

System design and analysis, client-server architecture, along with relevant technical knowledge of database systems.

Skill to:

Operate an office computer and skills in Microsoft Office.

Program in multiple languages (preferably Oracle/PeopleSoft).

Understand logic, identify logic errors, and make logic recommendations.

Understand relational database structures and complex data systems.

Ability to:

Understand business needs and opportunities and to design solutions that appropriately address business problems, needs or opportunities.

Apply knowledge of ERP solutions and how the industry uses technology to address business challenges.

Maintain the integrity and security of hosted ERP systems and information regarding customers, employees, and business information.

Use independent judgment and initiative in making recommendations regarding hosted enterprise systems including security, development and enforcement.

Develop programs and support systems and conduct system analysis and development to keep systems current with changing technologies.

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports and correspondence.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Additionally, the candidate will be expected to monitor emerging technologies and initiatives to integrate new capabilities into current City of Fresno enterprise architectures.

MINIMUM QUALIFICATIONS

Experience:

Four years working with ERP systems – preferably PeopleSoft.

Education:

Graduation from an accredited college or university with a Bachelor's degree.

Special Requirement(s):

Possession of a valid California Class C driver's license may be required at time of appointment.

Bachelor's degree in Computer Science, Information Systems, Business Administration, or related field preferred.

Knowledge of ERP systems used by the City of Fresno (preferably PeopleSoft).

APPROVED: 
Director

DATE: 4/5/11