



**Job Specification**

**Job Title: Information Security Administrator, Manager**  
**BCAT Code: 466X AC**  
**Pay Grade: G22**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Oversees a comprehensive information systems security administration, consultation, and awareness programs and services provided to the university.

**Examples of Duties**

- Evaluates, monitors, maintains, and manages the university's network architecture.
- Manages information systems security diagnostics and troubleshooting activities..
- Develops security processes and techniques to audit the university's information systems.
- Creates accessibility to security protection resources for the university's employees.
- Plans, initiates, develops, and implements security awareness training and seminars.
- Oversees the investigation, measurements, and remedy of security risks in information system processes, architecture, and platforms.
- Plans and implements information system security installation, upgrade, and configure, and preparing strategic plans, policies, and procedures.
- Serves as liaison or member of university's information system security committees, proposals, and contract/purchase activities.
- Performs other management of information system security duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of data management, networks, and information systems security principles, practices, and equipment.
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff & programmers, and use independent judgment.
- Knowledge of Windows 2000 & XP, Banner, Spectrum, and an understanding of client/server computing, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and eight years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*