Security/Network Specialist

POSITION SUMMARY

Serve as first line of defense against cyberattacks and threats, ensuring the company network, systems and data are protected and secure. This position is responsible for designing and maintaining the infrastructure and hardware of the physical network and Active directory.

ESSENTIAL FUNCTIONS

Determines hardware and application needs for each computer

Manages and configures network, email, firewall, to include, but not limited to: adding and removing users, configuring ports for remote access, restricting internet access to known "unacceptable sites", creating network directories and granting special permissions as deemed necessary

Manages security updates for all computers, servers and networking equipment

Manages and implements security monitoring solutions and log management solutions

Conducts research into cybersecurity threats and vulnerabilities in systems

Coordinates organizational cybersecurity response to security events; documents and creates incident reports

Develops and conducts cybersecurity training

Assists Plant IT staff to maintain network access within the plant

Maintains network configuration documentation, including static IP addresses, VPN users, etc.

Supports VPN, Anti-Virus Software, Badge/Door Security Systems

Administers security measures to restrict unauthorized use and access of network systems. Responsible for maintaining security for network log-ins and network folders

Maintains instruction logs for all tasks required for this position

Stay up to date on training for backup/restore procedures

Participate in continuing education pertinent to job deadlines

Education

Associate's Degree (two-year college or technical school)