



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** **JOB TITLE:** Network Security Administrator

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Professional

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under the general direction of the Library District's (District) IT Network & Cybersecurity Manager, the Network Security Administrator is responsible for safeguarding the Las Vegas-Clark County Library District's network infrastructure from security threats and vulnerabilities. This role involves maintaining and enhancing network security protocols, conducting threat assessments, and ensuring compliance with security standards and best practices.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages and monitors the network security infrastructure, including firewalls, intrusion detection/prevention systems, VPNs, and endpoint protection solutions.
2. Identifies, investigates, and resolves security breaches and incidents promptly.
3. Performs regular security assessments and vulnerability scans to detect potential security risks.
4. Develops, implements, and maintains network security policies, procedures, and guidelines.
5. Provides security awareness training and resources to staff to promote a security-conscious organizational culture.
6. Collaborates closely with IT colleagues to integrate robust security measures across all networked systems and services.
7. Maintains detailed and accurate documentation of network security configurations and incident response activities.
8. Ensures District compliance with all federal, state, and local laws, regulations, codes, and District Policies and Procedures.
9. Stays abreast of current and future trends in Information Technology, Cybersecurity, Library Administration, and Public Administration, and makes recommendations regarding future District Strategies and Planning.
10. Performs other duties as assigned.

### **CORE COMPETENCIES:**

- Customer Service

- Public Service Ethics
- IT Network Security

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- **EDUCATION:**

**Required:** Bachelor's degree in Information Technology, Cybersecurity, or related field.

**Preferred:** N/A

- **EXPERIENCE:**

**Required:** Five (5) years of experience in network security administration.

**Preferred:** N/A

- **LICENSE AND CERTIFICATION:**

**Required:** N/A

**Preferred:** Relevant information technology certifications (e.g., CISSP, Security+, CEH) are preferred.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum, and occasionally lifting and/or carrying such articles as computer/network equipment. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties. The role may require after-hours availability for emergency response and critical maintenance.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of cybersecurity principles, network protocols, security technologies, and incident response practices.
- Skill with security assessment tools, vulnerability scanners, and intrusion detection/prevention systems.
- Ability to collect, organize, analyze, and interpret information to solve problems and improve processes.
- Ability to maintain effective interpersonal relationships.
- Ability to effectively communicate complex technical information to diverse audiences.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:**            **July 7, 2025**

