Ho-Chunk Nation
Job Description

TITLE: SECURITY ADMINISTRATOR			JOB CODE: SECA
Government Employee	EEO: 3		PAY GRADE: 20
Exempt	Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."
All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Develops policies and procedures for ensuring the security and integrity of the company's network systems and data, and assists the implementation of security measures.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Support the integrity of the Ho-Chunk Nation's information measures.
2. Coordinate counter measures and monitor effectiveness for the prevention of system intrusion on a daily basis.
3. Maintain and provide solutions for prevention of security failures as needed.
4. Respond to the findings of IT Audits with solutions, recommendations and corrections as findings are received.
5. Participate in the designing, planning and coordination of projects as projects arise.
6. Maintain a disaster recovery and business continuation plans for information systems on a quarterly basis.
7. Complete research of security tools, or upgrades; provides recommendations to the IT Director by the end of the second FY quarter.
8. Provide training and guidance for HCN personnel in the prevention, detection and correction of security solutions for the Nation's networks as topics arise.
9. Continue to enhance personal skills and education to meet the growing needs of the Nation annually as the budget allows.
10. Provide report to supervisor on a quarterly basis.
11. Perform other duties as assigned as relevant to job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside, inside and regulatory authorities
Freedom to Act	Subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:
1. Bachelors Degree in Computer Science that includes substantial course work in system security.

ESSENTIAL:
1. Minimum Comp TIA Security + Certification; MCP in Windows 2000 or 2003.
2. Highly recommended CISSP certification, MCSA in Windows 2000 or 2003.
3. Must apply for and be approved to hold a Ho-Chunk Nation Gaming License.
4. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:
1. Five (5) years job experience consistent with the performance based job functions and objectives.
2. Experience with network bridging, routing, cabling, installation of network software, interfacing multiple topologies and environments.
3. Experience with setup, configuration, security and troubleshooting in a TCP/IP environment, system design, implementation and support.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED
1. Ability to work cooperatively in a team environment or independently as needed.
2. Ability to maintain confidentiality and professional demeanor under all work circumstances.
3. Advanced knowledge of Microsoft Systems, Security Devices, Security Policies and Networking.
4. Advanced knowledge of troubleshooting, diagnosis and correction of security breaches.
5. Background in Tribal or Government programs; gaming operations; HIPAA requirements.

WORK PLACE RESPONSIBILITY
1. Maintains a safe and healthy work place environment.
2. Responsible for ensuring personal and facility compliance with procedures and regulations.
3. Works with persons of diverse backgrounds and must be able to take direction and complete all tasks in a timely manner.
4. Works directly with confidential and protected information.
5. Provides assistance to other departments and guests to ensure the integrity of the Nation's resources.
6. Promotes positive public and employee relations, resolving simple and informal complaints and maintaining a professional attitude and appearance at all times.
7. Attends all mandatory and recommended training as directed.
8. Enhances personal skills and education to meet the growing needs of the Nation through training, personal research and study.

WORKING CONDITIONS
1. Business casual, ADA-compliant facility.
2. Must be able to lift up to 50 pounds.

Approved by: MIS 05/14/04   PBOD 05.23.04   Legislature 06.22.04/10.18.05   Admin. 10.06.05   Resolution 5.22.07 B/1.08.08A