

**POSITION: Cybersecurity Analyst**  
**TYPE: Full-time with Benefits**  
**PAY GRADE: 79**  
**REPORTS TO: Director of Technology**

**Purpose:** The Cybersecurity Analyst plans, coordinates, and implements security measures for Pitt County Schools to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. In addition, they assist with the development of cybersecurity/disaster recovery plans, policies and procedures. The position will be responsible for implementing security protocols, monitoring network activity for suspicious behavior, and performing vulnerability assessments.

**Duties and Responsibilities:**

- Design and implementation of network control mechanisms that serve to control users' access to networks such as firewalls and least privilege principles.
- Implements and monitors intrusion detection systems, endpoints, and log analysis tools for suspicious activity and investigate potential breaches.
- Assists in implementation and adherence of security frameworks.
- Performs regular vulnerability assessments and penetration testing.
- Assists in the development and implementation of risk management, business continuity planning and disaster recovery plans.
- Performs assessments of systems and networks within the network and identifies where systems/networks deviate from acceptable best practices.
- Researches and evaluates initiatives for IT security compliance.
- Trains staff and students on best practices for the security of systems.
- Continually expands knowledge of IT security concepts and practices.

**Knowledge, Skills, and Abilities:**

- Experience with security technologies such as firewalls, intrusion detection systems, endpoint detection and response, and encryption.
- Experience applying security management frameworks, such as NIST and CIS.
- Knowledge of network/systems controls, patching and migration of vulnerabilities.
- Understand the basic foundations of security: confidentiality, integrity, and availability.
- Excellent written and verbal communication skills.
- Ability to work in a team environment as well as independently.
- Knowledge of security and privacy regulations that govern education including FERPA, COPPA, CIPA, etc.

**Education and Experience:**

Bachelor's or Associate Degree in Cyber Security, Computer Science, related field, or any equivalent combination of training and experience. CISSP, CISM, or other relevant certifications is a plus. One to three years of experience in network and cyber security as well as experience with network protocols and technologies.