# JOB DESCRIPTION

## Position Title: Cybersecurity Administrator

*Date: October 26, 2026*

### FLSA Status

Exempt

### Summary Statement of Overall Purpose/Goal of Position

As member of the Information Technology (IT) Department, under the direction of the Assistant IT Department Manager over networking and security, this role participates in the day-to-day activities of threat and vulnerability management, incident response, network defense, endpoint protection, and data security. The Cybersecurity Administrator keeps management informed of the latest security trends, vulnerabilities, and technologies, provides regular assessment reports, and conducts regular cybersecurity training to all Metro Water staff. Although this position reports directly to the Assistant IT Department Manager, the employee will also receive assignments and day-to-day direction from the Cybersecurity Manager while assisting in the development, implementation, and administration of the IT security program.

### Essential Duties

- Assists with providing technical expertise to facilitate the testing, deployment, and administration of cybersecurity related software and hardware.
- Assists in the design and implementation of threat mitigation strategies.
- Advises management of current trends and future directions in cybersecurity technology.
- Assists in developing comprehensive project plans, including defining project objectives, milestones, resources, and deliverables.
- Researches, evaluates and recommends cybersecurity related hardware, software, and systems to maintain a strong security posture.
- Documents standard operating procedures related to cybersecurity processes and best practices.
- Proactively identifies areas for improvement within Metro Water’s security posture and proposes improvement recommendations.
- Aligns security initiatives with business objectives, risk tolerance, and industry trends.
- Assists in the development and maintenance of Metro Water's IT security strategy, policies, standards, and guidelines.
- Performs root cause analysis for incidents and network outages.
- Scans and assesses network for vulnerabilities.
- Assists in Metro Water’s overall disaster recovery plan.
- Provides regular updates on assigned work to the Cybersecurity Manager.
- Provides on-call support.

### Marginal Duties

- Evaluates vendor proposals for purchases of technology solutions and services to assure adherence to technical specifications and business needs.
- Attends various meetings as assigned.
- Performs other related duties as assigned.

## Minimum Qualifications

*Education and Experience:* Bachelor's degree in cybersecurity, computer science, or closely related field with four years of progressively responsible experience in planning, deployment, and administration of technology infrastructure, complex networks, cybersecurity, servers, and desktop technologies. An equivalent combination of education and/or experience may be substituted for the required qualifications.

*Certification and Licensing:* Valid Utah Driver's License.

## Knowledge

- Working knowledge of enterprise infrastructure technologies, hosting options, virtualization, operational performance and maintenance. Principles and procedures for disaster recovery.
- Proficient with project development and management principles, including techniques utilized in performing needs assessment, planning, time lines, resource allocation, logistics, and coordination.
- Proficient with network firewalls, switches, routers, network security, data security, identity management, VPNs, encryption, network communication protocols, Active Directory, Windows and Linux operating systems, threat hunting, risk assessment, cybersecurity frameworks, incident response, network defense, and endpoint protection.
- Basic understanding of industrial control system software, hardware, and processes.
- Basic knowledge of Information Technology Infrastructure Library (ITIL), and other applicable practices for technology management.
- Maintains current knowledge of technology trends and best practices.
- Basic knowledge of Metro Water Policies & Procedures.

## Abilities/Skills

- Establish and maintain effective interpersonal relationships with management and staff.
- Deploy IT security solutions to help meet district goals, objectives, and initiatives.
- Script and automate routine Windows and Linux tasks.
- Develop new cost-effective uses for technology to improve the present standards.
- Exercise initiative, ingenuity and sound judgment in identifying and solving difficult technical problems.
- Translate security vulnerabilities into risk and explain risk to non-IT staff.
- Develop and implement goals, objectives, procedures, and work standards.
- Set priorities and balance the allocation of resources to most effectively and efficiently meet a variety of user needs in a timely manner.
- Review and interpret complex technical documentation related to application systems.
- Analyze, evaluate, and draw logical conclusions from complex applications or related technical data.
- Organize and coordinate multiple projects and meet deadlines from inception to completion.
- Communicate effectively and professionally with all levels within the organization as well as vendors, other agencies, and all others contacted during the course of the work day.
- Work independently with little direction.
- Work collaboratively across departments and openly share knowledge to improve processes, strengthen communication, and achieve organizational goals.
- Handle confidential information with discretion and professionalism.
- Effective troubleshooting skills, self-motivation, organization, time management, customer service, and initiative.
- Use office productivity (word processing, spreadsheets, collaboration, presentation) and work management software proficiently.
- Comply with proper health and safety practices, rules, and regulations including using the required safety devices and proper personal protective equipment (PPE).

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is continuously required to perform repetitive wrist, hand, and/or finger movements.

While performing the duties of this job, the employee is frequently required to: sit, talk, hear, feel attributes of objects, grasp, walk, reach with hands/arms, stoop, kneel, crouch, and crawl.

The employee is occasionally required to: push, stand, drive, climb and/or balance.

The employee must lift weight or exert force as follows:

| | |
|---|---|
| Frequently (34% to 66%): | 1 to 25 pounds |
| Occasionally (up to 33%): | 26 to 50 pounds |

Specific vision abilities include: Clarity of vision at 20 feet or more and 20 inches or less. Three-dimensional vision or the ability to judge distance and spatial relationships. Identify and distinguish colors and adjust the eye to bring an object into sharp focus. Ability to see up and down or left to right while fixed on a point.

Concentrated attention required during a typical workday in order to accomplish the essential duties of this position.

## Working Conditions

Working environment has moderate to loud noise. Occasionally exposed to risk of electrical shock, toxic or caustic chemicals, and vibration. Occasionally work in outdoor weather conditions, wet, humid conditions (non-weather), high and/or dangerous places, near moving mechanical parts, in confined spaces. Travel to and from various Metro Water sites and training seminars may be required. Frequent exposure to stress as a result of human behavior and the demands of the position.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.