Yurok Tribe
Job Description

POSITION SUMMARY:
Under general supervision of the Information Security Officer, the role of the Information Security Specialist is to assist the security operation team, helping to deliver managed security services to the Yurok Tribe through a broad suite of information security infrastructure. The Information Security Specialist will work with other departments to ensure Yurok Tribe policies are followed, improving the security of Yurok Tribe generally, and coordinate investigation and reporting of security incidents. Duties will include supporting the Information Security Officer with meetings and/or communicating with departments of the Yurok Tribe, developing technical documentation for solution procedures and/or designs, participate in solution design discussions, assist in completing project deliverables, and contribute to product development. Information Security Specialist helps maintain, troubleshoot, and upgrade computer hardware, software, Tribal computer networks, peripheral equipment and electronic mailing and filing systems for the assigned departments. Assesses user training needs and trains users in effective use of applications for the assigned departments. Makes recommendations regarding hardware and software acquisitions, prepares documentation, and provides user assistance to staff for the assigned departments.

DUTIES AND RESPONSIBILITIES:
1. Installs, configures and upgrades operating systems and software, using standard business and administrative packages; may modify specific applications for use in operational departments.
2. Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware; pulls cables and rewire or directs the requiring of cables as required for new installations and office reconfiguration.
3. Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment.
4. Acts as a technical resource in assisting users to resolve problems with equipment and data; implements solutions or notifies outsource providers as required.
5. Makes hardware and software acquisition recommendations including helping users assess needs and providing justification for equipment and services.
6. Assists in instructing staff from assigned departments in the use of standard business and administrative software, including word processing, spreadsheets, and database management; provides instruction or written documentation where required.
7. Assist with the planning, design, research, and acquisition of new or upgraded hardware and software systems; maintain current knowledge of hardware, software and network technology and recommends modifications as necessary.
8. Assist with technical planning, design, development, testing, implementation, and management of Internet, intranet, and extranet activities, including systems/applications development and technical
management of web sites.
9. Help to ensure the confidentiality, integrity, and availability of systems, networks, data; and
10. Performs other duties of a similar nature or as required.

SUPERVISORY RESPONSIBILITIES:
None.

MINIMUM QUALIFICATIONS:
1. Certified in Cybersecurity Essentials by the Cybersecurity and Infrastructure Security Administration.
2. Must have excellent computer skills that include:
   o Installing, configuring, and upgrading operating systems and software, using primarily standard financial, business, and administrative application practices.
   o Installing, configuring, assembling, and repairing computers, monitors, network infrastructure and peripherals such as printers and related hardware.
   o Troubleshooting and solving hardware and software problems.
3. Ability to organize your own work, setting priorities and meeting critical time deadlines.
4. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information.
5. The ability to explain technical concepts and procedures to non-technical users.
6. Must have knowledge of computer hardware, software, and peripherals such as central processing units, servers, monitors, cables, network systems, printers, plotters, and modems.
7. Knowledge of procedures for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware, and peripherals.
8. Be able to follow and sign professional code of ethics and conduct.
9. Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy.

EDUCATION/EXPERIENCE:
1. Familiarity with Information Security.
2. Experience with mobile device security, maintenance, and operations preferred.
3. 2+ years of experience in Information Technology.
4. Equivalent combinations of education and experience may be considered.

CONDITIONS OF EMPLOYMENT:
1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a pre-employment drug screen and pass background investigation and fingerprint clearance.

LANGUAGE SKILLS:
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
REASONING ABILITY:
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand, and use hands and finger, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:
1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

____________________________________________________  ___________________  ________________
Employee Signature                  Date                     Employee #

____________________________________________________  ___________________
Supervisor Signature                  Date