Oklahoma Farm Bureau & Affiliated Companies
Job Description

Job Title: Network Security Engineer	Department: Information Systems	
Accountable to: Technical Services Manager	Issued: 05/2017 Revised: 03/2024	
WC Code:	Type of position: ☒ Full-time ☐ Part-time ☐ Intern ☐ Seasonal	FLSA: ☒ Exempt ☐ Nonexempt	Position Details: ☒ Individual Contributor ☐ Supervisor/Manager (direct reports)

Primary Purpose: Designs, implements, maintains, and supports network infrastructure and security by performing the following duties

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Performs analysis of network needs and contributes to design of network architecture, integration, and installation.
2. Evaluates system resource utilization, trending, and capacity planning and makes recommendations.
3. Completes network maintenance and system upgrades, including service packs, patches, hot fixes and configurations.
4. Monitors performance and ensures system availability and reliability.
5. Provides Level-2/3 support and troubleshooting to resolve issues.
6. Coordinates with vendors and other IT personnel for problem resolution.
7. Selects and implements security tools, policies, and procedures in conjunction with the company's security team.
8. Produces and maintains documentation of network configurations and works within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure.
9. Corresponds with the Manager of Information Systems regarding all escalation level network and security team issues or changes.
10. Cooperates with the Vice President and Manager of Information Systems and makes recommendations for the company's immediate and future network and security needs. Monitor network traffic for security incidents and events.
11. Monitor daily reports and take proactive action to eliminate threats. Installing and maintaining security software and controls.
12. Responds quickly and effectively to all security incidents and provides post-event analysis.

13. Performs penetration tests and security audits.
14. Defining and implementing access privileges and policies.
15. Install and operate firewalls, encryption programs, and other security software.
16. Validates and purchases all warranties, support, and licensing for all network infrastructure.

Competencies   To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
2. Design - Generates creative solutions; Demonstrates attention to detail.
3. Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations.
4. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.
6. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
7. Teamwork - Balances team and individual responsibilities.
8. Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
9. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
10. Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
11. Organizational Support - Follows policies and procedures.
12. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.
13. Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
14. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
15. Adaptability - Adapts to changes in the work environment.
16. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Expected to maintain regular attendance.
17. Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year College or University; and/or 5-7 years proven hands-on network experience; or equivalent combination of education and experience.

Skills and Knowledge

- **Language Skills-**
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

- **Mathematical Skills**
  - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- **Reasoning Ability**
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills**
  - Must have extensive knowledge of principles, practices, hardware, and software related to the establishment, maintenance, and documentation of network architecture and security.
  - Knowledge of cloud networking architecture, virtualization, and automation.
  - Experience with monitoring and troubleshooting complex network issues.
  - Ability to use scripting and programming languages to build and maintain networks.

- **Training and Certifications (One of more of the following completed)**
  - CCNA
  - CCNA RS - Routing and Switching, Data Center (or higher).
  - CCNP
  - CISSP
  - CCIE

- **Required Skills, Abilities, and Proficiencies**
  - Deep understanding of networking protocols and OSI model (e.g., L2, L3, DNS, OSPF, EIGRP, BGP, UDP, DHCP,VLAN, HSRP, QOS, IPSEC).
  - Hands-on experience with monitoring, network diagnostic and network analytics tools.

- o Strong troubleshooting and problem resolution skills. Strong written and verbal communication and team skills.

- **Preferred Skills, Abilities, and Proficiencies**
  - o Prefer candidates who have experience managing Cisco devices and management tools, which includes: Cisco switches (9Ks), Cisco ASR/ISR routers, Cisco AnyConnect VPN, Cisco Identity Services (ISE), Cisco Meraki wireless access points and security appliances.
  - o Experience with Palo Alto firewalls, Network, host-based, and web application firewalls, Scripting, Barracuda ADC Load Balancers, WAN Optimization, Zoom VoIP/CM, VMWare virtualization technologies, and network cabling/fiber optics is a plus.

Work Environment

The employee will work in an office environment. The noise level in the work environment varies from quiet to moderate.

Mental: Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines

Physical: While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. The employee is frequently required to stand and walk. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to airborne particles such as paper dust.
Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.