Human Resources
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IT Cybersecurity Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP412	**Information Technology**	**IT Cybersecurity Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$72,093.00 - $111,738.00**	**February 19, 2026**

The IT Cybersecurity Administrator performs professional duties related to Information Technology Security Administration (ITSA) and data protection across various operating systems. Assists in the development of security systems and processes. Modifies and maintains IT security systems. Monitors compliance with security policies and maintains a reliable and robust data protection environment. Performs all aspects of IT security, including installing, configuring, administering, and troubleshooting security devices and systems.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the Security Engineer in improving the information security posture of Bernalillo County by staying abreast of the latest threats, trends, and technology solutions; recommends designs or changes to the information security roadmap.
- Provides user training and education on County security policies, procedures, and basic IT security practices.
- Ensures that networks and data systems comply with local, state, and federal mandates/regulations (e.g., HIPAA, CJIS).
- Provides security monitoring, mitigation, documentation, and auditing for compliance and investigative purposes.
- Assists the Security Engineer in developing security procedures and policies required by the County or driven by technology.

- Assists with and performs computer forensics as requested by the County Legal Department, auditors, or other authorized entities.
- Installs, configures, and maintains the County's security appliances across various operating systems; configures security systems to ensure network compatibility, application transparency, and prevention of malware, viruses, rootkits, and other threats.
- Assists in analyzing network traffic to understand data flows and identify abnormal activity; takes appropriate action to mitigate security vulnerabilities.
- Assists in monitoring security breaches; investigates security breaches and incidents; notifies management promptly and advises internal stakeholders on findings and mitigation steps.
- Runs security scans to identify system vulnerabilities and recommends technical solutions to mitigate risks.
- Assists the Security Engineer in preparing reports for Executive staff and internal County departments such as HR and Legal; prepares correspondence and documentation; participates in committees and task forces; attends meetings, conferences, and training sessions.
- Serves on-call 24/7 for any security-related issue and to retrieve and secure desktops requested during off-hours.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Science, Information Systems, or related field.
- Four (4) years of work experience in education and IT Security, and Compliance.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Preferred Certification: Certified Information Systems Security Professional (CISSP) or SANS GIAC Security Essentials (GSEC).

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; frequent bending, kneeling, squatting, and crawling.
- Frequent lifting up to 25 pounds; occasional lifting up to 50 pounds.
- Constant use of good overall vision for reading/close-up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision.
- Frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding, and reaching.
- Frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and equipment.