

Security Management: Associate Manager, Security

Develops and administers security programs and procedures for classified or proprietary materials, documents, and equipment. Studies and implements federal security regulations that apply to company operations. Obtains rulings, interpretations, and acceptable deviations for compliance with regulations from government agencies. Prepares manuals outlining regulations, and establishes procedures for handling, storing, and keeping records, and for granting personnel and visitors access to restricted records and materials. Conducts security education classes and security audits. Investigates security violations and prepares reports specifying preventive action to be taken. Provides guidance and direction to all Security personnel at all locations. Provides security-related guidance to all levels of employees. Ensures that the entire division is in full compliance with DOD Security Regulations and other customer specific security requirements. Initiates, plans, evaluates, develops and directs the Security functions, operations, programs and policies of all security programs. Manages the Security function and ensures compliance with security regulations for all classified programs at all facilities.

Management Role

Frequent use and application of general knowledge of industry practices, techniques, standards, principles, theories, concepts and techniques. Possesses developed analytical and writing skills.

Policy and Strategy

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Freedom to Act

Develops solutions to a variety of difficult problems, including those requiring the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives and government regulations.

Impact

Plans and conducts assignments, directs others, generally involved in more than one project. Errors in judgment or failure to achieve results would typically result in the expenditure of company resources and serious program delays. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of the facility security clearance.

Liaison

Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.