

# Security Management: Director, 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**

Directs through lower management levels. Has responsibility for managing a function that includes multiple, related departments.

## **Policy and Strategy**

Establishes policies appropriate for the function. Interprets and recommends modifications to company-wide policies and practices.

## **Freedom to Act**

Objectives are defined in collaboration with senior management and results assessed from a relatively long-term perspective.

## **Impact**

Decisions have a serious impact on the overall success or failure of area of accountability. Erroneous decisions or recommendations may cause critical delays or modifications to company projects or operations causing substantial expenditure of time, human resources, and funds.

## **Liaison**

Interacts with senior management, and others concerning matters of significance to the company. Conducts business and technical briefings for senior and top management and for external representatives.