

Security Representative: Security Representative I

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. Responsible to HQ Security Management to direct security measures necessary for implementing the National Industrial Security Program Operating Manual (NISPOM) and related Federal requirements for safeguarding classified information release during all phases of contracting, licensing and granting process, including bidding, negotiation, award, performance and termination. Responsible for the generation, implementation, and administration of all security policies, procedures and security functions for all pertinent Special Access Programs and DoD Collateral Programs, as assigned, to ensure compliance with applicable laws, Government regulations, customer requirements and company policies within assigned location. Maintains up-to-date knowledge of applicable regulatory requirements through training and research.

Knowledge

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies, standardized practices and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.

Impact

Contributes to the completion of routine task-related activities. 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.

Education and Experience

3+ years of directly related experience with Bachelor's Degree, emphasis on Security Administration/Criminal Justice. Specialized Government training in security policy generation and implementation, analytical risk management, and information system security management preferred.