

Security Representative: Security Representative II

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

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

Problem Solving

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

Discretion/Latitude

Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.

Impact

Contributes to the completion of milestones associated with specific projects. Failure to achieve results, and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources. 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

5+ 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.