

Security Representative: Sr. Security Representative

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

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization. Has detailed knowledge of other related disciplines. Possesses developed analytical and writing skills. Analyzes data for trends.

Problem Solving

Develops solutions to problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises significant latitude in planning, scheduling and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.

Impact

Plans and conducts assignments, generally involving more than one project. Errors in judgment and/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.

Education and Experience

10+ years of directly related experience w/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.