

Physical Security Administrator

**Job Number:
DOS0049**

The Physical Security Administrator ensures the safeguarding of personnel, property and classified information through the implementation of security procedures in compliance with the National Industrial Security Operating Manual, Intelligence Community Directives and Corporate policies.

Principal Accountabilities:

Coordinates, implements and ensures that proper industrial security procedures are followed in accordance with the National Industrial Security Operating Manual (NISPO), Intelligence Community Directives and Standard Operating Procedures (SOP), DOS, DOD and other applicable Government Sponsor Regulations. Acts as an advisor to management on physical security problems to ensure compliance of this and all other applicable government sponsor regulations.

Manages and provides direction to the Guard Force contract and ensures the invoices are accurate. Ensures proper staffing and processes are in place and followed in an efficient manner. Ensures that Guard Post orders are accurate and up-to-date.

Controls access to facilities through the oversight of physical security systems including: badging, access control, CCTV, and alarms. Oversees maintenance, installation, upgrading, and servicing of systems.

Recommends approval for the handling/storage/transmission/destruction of classified and sensitive unclassified matter after assuring that all security measures have been implemented and are consistent with government and company security regulations and policies.

Serves as company representative for incident response. Performs investigative follow-up and assigns responsibility for corrective action.

Serves as the communication security (COMSEC) custodian and maintains accurate accountability of COMSEC items

Conducts physical security inspections and facility assessments to review security procedures and provide recommendations.

Prepares and maintains detailed records pertaining to control of classified matter, safes, keys, personnel clearances, badges, etc.

Assists in the definition of physical security system standards.

Maintains in-depth knowledge of the state-of-the-art security equipment standards and technology.

Provides product research, feasibility studies, project planning for physical security projects.

Prepares written or narrative reports of facility assessment findings.

Conducts COMSEC inspections to ensure compliance with NSA procedures

Leads team members for department to provide work direction and completion of assignments.

Performs other duties as assigned.

Knowledge & Skills

Working knowledge of National Industrial Security Program, Intelligence Community Directives and associated industrial security regulations, policies and laws.

Excellent oral and written communications skills are required for correspondence, reports, briefings, and procedures, good verbal and listening communications skills,

Good interpersonal skills and a highly developed professional image are prerequisites.

Demonstrated proficiency in Microsoft applications.

Knowledge of badging, access control and CCTV systems. Understanding of technical requirements related to office security installations and monitoring and security industry best practices.

Applicants selected for this position will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Only US citizens are eligible for a security clearance.

Physical Requirements:

Works in a normal office environment with controlled temperature and lighting conditions.

Ability to lift 50 pounds

Requires ability to stand, sit, climb a ladder, and walk to conduct physical security inspections.

Requires overnight travel up to 10% of time.

Experience:

Six to eight years experience in security environment.

Two to four years experience working in business/program management or industrial security management for a government contractor is highly desirable.

Education:

Bachelor's degree in an associated discipline. Two years experience in security may be substituted for each year of the four years of college.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net