Position: 2011-115-LK
Job Description: Facility security Officer (FSO)/Information Systems Security Manager (ISSM)
Status: Open
Date Needed: 2/16/2011
Department: Corporate Headquarters
Reason Open: Replacement

SPECIFIC RESPONSIBILITIES:

• Develops and administers security programs and procedures for classified or proprietary materials, documents, and equipment.
• Administers Closed and Restricted Areas.
• Reviews and implements federal security regulations that apply to company operations.
• Obtains rulings, approvals, 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 visitor access to restricted records and materials.
• Prepares and conducts security education classes and security audits.
• Investigates security violations and prepares reports specifying preventive action to be taken.
• Processes personnel clearances via JPAS, coordinating visit requests both on JPAS and via hard copy. Interface with government customers on security related issues.
• Process and accurately track classified documents and classified hardware. Ensures that classified information entrusted to the company is properly safeguarded as outlined in federal controlling instructions.
• Preparation, management and interfacing with DSS during audits.
• Responsible for direction of the ISSM (Information System Security Manager) to insure all classified IT systems comply with the National Industrial Security Program and all aspects of the NISPOM, specifically Chapter 8.
• Administer badging and access requirements for the facility.

QUALIFICATIONS:

- Bachelor of Science Degree in Criminal Justice or other related field, or equivalent experience.
- 5+ years Security Management experience in a DOD Contractor environment.
- In-depth working knowledge with NISPOM.
- Experience handling classified materials.
- Ability to interface effectively with Senior Management, DoD Officials and Customers.
- Computer Skills (Microsoft Office Suite). Knowledge of using/applying US government online programs such as the Electronic Personnel Security Questionnaire (EPSQ); and Electronic Questionnaires for Investigations Processing (e-QIP).
- Excellent written and verbal communications skills.
- Position will provide assist with on-site trade compliance procedures and assist the empowered official(s) for ITAR
- US citizenship and possess a Top Secret security clearance.

Candidates should apply through the company website: www.davidson-tech.com.