

Facility Security Officer / Assistant Facility Manager
Position Description

Department: Federal Services	FLSA Status: Exempt (Salaried)
Reports to: Site Manager	Date: 1/7/2018

Primary Function:

The Facility Security Officer is responsible for supervising and managing all security requirements of the PTI Aberdeen, NC Facility i.e. physical security, personnel security; document security, visitor requests, security alarm response, and security training. In addition, the FSO will act as the Assistant Facility Manager. Duties for this role include inventory control, building maintenance requests and tracking, building cleaning, purchase requisition preparation and tracking, and other tasks as they are identified.

Essential Duties and Responsibilities:

- Supervise all on-site personnel in executing required safeguarding policies and procedures of a PTI Possessing Facility site with a DSS approved Facility Clearance.
- Execute Visit Control; validate all visitor requirements and need to know access.
- Manage ACCM access as required.
- Manage classified meeting requirements.
- Manage JPAS, DISS and NISS accounts.
- Interface with DSS, coordinating all inspections and reporting submissions.
- Manage and publish security policies for the facility.
- Comply with all Physical Security requirements
- Safeguard Classified Storage; Process, mark and safeguard classified mail, documents, and material as required.
- Control Access Areas.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Qualifications/Experience:

Preferred candidates will have four (4) years of experience in facility security operations or a related discipline. Candidates that demonstrate a strong cultural fit and ability to support the requirements of the program may be considered and receive relevant training.

Additional Requirements:

- Successful completion of all required DSS Facility Security Office (FSO) training courses.
- Must be certified to NISPOM Chapter 8.
- Must have the ability to obtain and maintain a US Government TS security clearance.
- General management skills

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable



1858 W. Bridge St.*Blackfoot, ID 83221
Ph:(208) 785-2274 * Fax: (208) 782-9001

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must occasionally lift and/or move up to 25 pounds – infrequently up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime.

Work Environment

While performing the duties of this Job, the employee is frequently exposed to the typical environment of a server room or other computer related facilities.

Travel

Occasional travel will be required in order to accomplish the goals of the customer. Travel should be negligible and may occasionally extend to a likely maximum of 5% of total work hours.