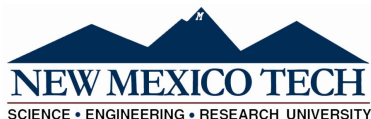


**Posted:** June 14, 2024



**REVISED 8/22/24**  
**POSITION ANNOUNCEMENT**

**TITLE:** SPECIAL SECURITY OFFICER AND SITE SECURITY MANAGER

**DEPT:** RESEARCH/RESEARCH COMPLIANCE

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$75,000-\$115,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** Concurrent\*\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB SUMMARY:**

This is a trainee level technical specialist position in a research compliance division that oversees one or more functional areas of industrial security programs for the University. Once all requisite clearance levels are obtained, this employee serves as Special Security Officer (SSO) or Contractor Special Security Officer (CSSO). Develops, implements, and administers Sensitive Compartmented Information (SCI) security policies and procedures for classified/proprietary materials, documents, and equipment. Assesses security threats to the University and implements appropriate strategies and countermeasures. Reviews and analyzes data and devises risk minimization programs. Participates in a campus-wide regulatory compliance program. May serve as the University's representative to community and government agencies for industrial security matters. Creates, develops and delivers resources for security Programs. Serves as Site Security Manager (SSM). May serve as Alternate Facility Security Officer (AFSO). Possesses a high level of understanding and is able to implement security requirements applied to SCI operations under minimal supervision. This position is contingent upon contractual funds and is limited in term to 2 years, with the possibility of renewal.

### **JOB FUNCTIONS:**

Oversees one or more facets of the University's Industrial Security and other related security programs. 5%  
Performs duties of the Security Officer (SSO)/ Contractor Special Security Officer (CSSO); such as preparing, organizing, and filing all program security paperwork to include Self- Inspection Checklists, Fixed Facility Checklists, Construction and Modification plans, OPSEC Plans, Transportation Plans, Destruction Plans, and other associated CONOPs as may be required. 40%

Initiates, manages, maintains reporting data and shepherds actions for personnel requiring Top Secret and TS/SCI security clearances and maintains security personnel records; Maintains all end-of-day logs, safe checks, and visitor logs; Provides security escorting for uncleared personnel as required; Processes and tracks incoming and outgoing Visit Authorization Requests. Establishes and conducts security education, processes SCI eligibility, nomination, and polygraph requests; and manages, investigates, and reports SCI security violations/infractions to the appropriate corporate and/or government agency. 5%

Performs duties of the Site Security Manager (SSM) as required by ICS705-1. SSM serves as the single security point of contact for the secure facility security, and is responsible for planning all security aspects for secure facility construction. SSM conducts periodic security inspections for the duration of the project to ensure compliance with the Construction Security Plan. SSM supports facility accreditation process. Serves as an advisor, as needed, on security management issues related to the design and construction of physical facilities. 20%

Monitors security threats, gathers information, and reports suspicious activities; Conducts risk mitigation and plans appropriate strategies and countermeasures; Provides recommendations; Performs and coordinates required security inspections, investigations, and surveys. 5%

Manages sensitive security records, databases and reporting including classified document control (e.g. maintenance logs, tracking documents and equipment in transition) and program asset tracking and updating asset information in the Security Information Management System (SIMS). 5%

May oversee specific industrial security functions of remote facilities; oversees electronic access control, intrusion detection and contract security forces as needed; may manage and direct the operation of a supporting lock shop; may serve as Alternate Facility Security Officer (AFSO). 5%

Represents the organization to regents/faculty/staff/students and may serve as a security liaison between the university and governmental agencies and investigative organizations in specific Industrial Security and/or Export Control matters. 5%

Recommends, participates in the development of, and establishes university policy and procedures; monitors and evaluates program effectiveness; implements changes required for improvements. Participates in the development of strategies and programs for departmental use. Assists Program Management Team(s) by ensuring operations are compliant with Security regulations per customer requirements. 5%

Performs miscellaneous job-related duties as assigned. 5%

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree (Four (4) years of relevant experience may be substituted for a Bachelor's degree). Current/Eligible for TS/SCI Security Clearance. US Citizenship (required for Security Clearance eligibility). Valid NM Driver's License. A pre- employment drug screen required upon hire.

**DESIRED QUALIFICATIONS:**

5 years of direct experience. Demonstrated experience using NISS and DISS. Proficiency is the use of MS Office. Experience with NISPOM. CSSO Certification or Direct Experience. Thorough understanding of DOD 5105.21 Sensitive Compartmented Information (SCI) Manuals, Intelligence Community Directives; ICS/ICD 705; and DOD 5200.01 and UFC 4-010-05 Sensitive Compartmented Information Facilities Planning, Design and Construction. Active Top Secret security clearance with an investigation within 6 years. Experience working in an institution of higher education. Industrial Security Professional (ISP) Certification.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

**PHYSICAL DEMANDS:**

Standing 20%	Sitting 60%	Walking 15%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)