



Toyon Research Corporation

6800 Cortona Drive
Goleta, CA 93117
www.toyon.com

CAREER OPPORTUNITIES – Sterling, VA

Facility Security Officer/Office Operations Specialist (Ref # 2030-I)

Toyon is seeking a Facility Security Officer for our TOP SECRET facility. The ideal candidate will be organized and willing to provide a wide range of operations support for a small, growing office.

This position reports to both the local office Director and the Corporate Director of Security, Safety, and Facilities. Further training and experience in this technical office environment is expected to result in a designation as a Contractor Program Security Officer (CPSO), and there will also be Information System Security Officer (ISSO) duties for our classified computing systems.

Operations duties include visitor reception, receiving/sending package and freight deliveries, coordinating facility maintenance and upgrades with the property management office, acquiring and organizing supplies, and generally enabling activities of technical staff members. Hospitality and a friendly demeanor are important qualities when welcoming visitors to the facility.

A strong sense of responsibility, solid work ethic, mature judgement, and discretion in handling sensitive information are essential attributes. Familiarity with Special Access Program Security tasks would be considered a plus. Day to day maintenance of the corporate security standards in Sterling, Virginia, will require close coordination with the corporate security team in California.

References supporting experience and performance for security job requirements must be provided.

Security responsibilities will include:

- Document control functions
- Badging and escorting of visitors
- Setting up and maintaining personnel and contract files
- Maintaining required facility records on-line via NISS, DISS, etc.
- Conducting self-inspections and supporting DCSA Security Vulnerability Assessments
- Coordinating maintenance of security equipment as well as alarm response
- Daily arming/disarming the building
- Coordinating email encryption setup/maintenance
- Conducting foreign travel briefings
- Disseminating and tracking Security Education and Training materials
- Active involvement in local NCMS chapter events

Qualifications:

- Minimum of three years of security experience
- Understanding of National Industrial Security Program Operating Manual (NISPOM) standards
- Basic awareness of Risk Managed Framework
- Excellent communication skills
- Proficient with Microsoft Office applications
- Able to work in a fast-paced professional environment
- Driver's license and personal vehicle for running errands; a clean driving record is essential

U.S. Citizenship Required. This position requires a current TOP SECRET clearance with a favorable SSBI within the past five years. Candidate must be SAP program eligible.

Please e-mail resume to: employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability