



DEPUTY ASSISTANT SERGEANT AT ARMS FOR THE OFFICE OF PROTECTIVE SERVICES & CONTINUITY

NATURE OF WORK

This is responsible professional and managerial work for the Office of Protective Services & Continuity (OPSAC). Work is responsible for all contingency, emergency preparedness and security matters that affect the U.S. Senate and State Offices. Work involves planning, organizing, and coordinating the Emergency Operations Center (EOC), and developing policies, goals, and objectives with a focus on technology, communications and budgeting. Additionally, work involves interfacing between the Senate Sergeant at Arms (SAA) organization and the United States Capitol Police (USCP). The work is performed under the direction of the Assistant Sergeant at Arms (ASAA) for OPSAC.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Directs, plans, organizes and evaluates the work of professional staff; and provides training, counseling and discipline as needed.
- Assists with the implementation of objectives and policies established by the Sergeant at Arms or his/her designee; assists with implementation of department goals and capital improvement projects.
- Acts as liaison with Senate offices and committee staff as necessary to ensure support for plans, programs, policies, procurement actions, and other areas necessary to achieve the Senate's security goals.
- Ensures that SAA and USCP staffs provide high quality, cost-effective solutions and services while working in partnership with the legislative branch entities.
- Assists with the coordination of USCP and Capitol Police Board issues with other federal agencies.
- Formulates and monitors budget plans and coordinates with the ASAA on budget and programs, including budget schedules and preparation.
- Serves as the ASAA in his or her absence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands.



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in public or business administration, technical communications, or a related field, and five to eight years of experience, preferably in a public safety agency and with experience in force protection, emergency management or business continuity planning; or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:

- Knowledge of modern principles and practices of police management and leadership, with particular expertise in physical security and personal protection.
- Knowledge of the principles and practices of public administration, including governmental budgeting, procurement, personnel, and capital project management.
- Skill in leading people, organizations and projects.
- Ability to work with executive staff to define strategic plans and objectives.
- Ability to organize and coordinate resources to achieve program and organizational goals and objectives.
- Ability to analyze and review the efficiency and effectiveness of USCP operations and to recommend necessary changes.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a top secret security clearance.

This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.