



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Secure Facilities Manager

DEPARTMENT

Office of Senate Security

SALARY RANGE

\$94,383 - \$146,293

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

TELEWORK

This position is onsite. Any telework is done on an ad hoc and limited basis.

POSTING DATE

November 18, 2022

DEADLINE FOR APPLICATIONS

Open until filled

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to resumes@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

SECURE FACILITIES MANAGER

Department: Office of Senate Security
Reports to: Deputy Director, Senate Security

NATURE OF WORK

This is technical work assisting the Director of Senate Security in the management of Sensitive Compartmented Information Facilities (SCIFs) within the Senate, ensuring compliance with Intelligence Community Directive (ICD) 705. The areas of responsibility include routine inspections, updates, and construction of secure spaces. Additional work includes projects to support cleared facilities management as well as assisting the Office with technical and communications security matters. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Ensure Senate SCIFs are in compliance with ICD 705 and act as a liaison on behalf of the Senate to the accrediting authority.

Engage in thorough and routine inspections of existing SCIFs and certify established security procedures are being adhered to.

Manage SCIF construction projects, working with various Senate Security Managers and accrediting authority officials to approve and oversee any necessary updates to secure facilities.

Act as subject matter expert on physical security SCIF requirements; maintain awareness of technical based threats; and develop mitigation strategies.

Assist with technical security; support Technical Surveillance Counter Measures (TSCM) engagements as necessary.

Help maintain the Office's classified local area network (LAN) and support various classified networks and secure communications programs and equipment.

Support the Office's facilities maintenance work, which may include working outside of normal business hours.

Maintain security records and manage personnel access to Senate Security SCIF.

Maintain current knowledge of Senate Security's Emergency Action Plan (EAP) and the Continuity of Operations (COOP) Plan; participate in periodic exercises and drills.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

As part of the Secretary’s customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks or discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds.

Must be able to safely perform physical duties associated with the job (i.e. utilization of a ladder, removing ceiling tiles, inspecting tight spaces, etc.).

Also requires the use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, and photocopier. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the Office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a bachelor’s degree and at least two years of direct experience in SCIF accreditation and/or management, along with corresponding experience in the fields of physical security, technical security, and communications security.

Knowledge of Intelligence Community Directive (ICD) 705.

Experience in conducting inspections/assessments of SCIFs.

General familiarity handling a wide range of physical security matters to include intrusion detections systems, perimeter countermeasures, security assessments, construction security procedures.

Ability to read blueprints, design plans, and construction related documents.

Basic understanding of the capabilities, operating requirements, and program operation of secure video teleconferencing (VTC), classified networks, and various other telecommunications operating systems; familiar with TEMPEST standards.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Impeccable attention to detail.

Demonstrated success in managing competing priorities with minimal direction or supervision.

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Strong interpersonal and communication skills to work effectively with others – able to work as a team and also independently to accomplish the mission.

Excellent judgement, professional demeanor, and flexibility.

Strong analytical/problem solving skills, with a focus on creatively solving problems efficiently and securely.

Ability to clearly communicate guidance and recommendations both verbally and in writing.

Skill in organizing and maintaining schedules.

Ability to accurately maintain a variety of administrative records.

Ability to use tact and diplomacy when dealing with others.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

United States citizenship.

Active Top Secret clearance required, TS/SCI preferred.

Ability to obtain and maintain access to sensitive compartmented information (SCI) and Restricted Data (RD).

Completion of an Intelligence Community Sensitive Compartmented Information Facility (SCIF) Course (ICD 705)

PREFERRED TRAINING

Security Containers and Locking Hardware

Construction Security Course

Completion of Technical Surveillance and Countermeasures (TSCM) Course

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