



Los Alamos County

Job Description and Classification

LOS ALAMOS

JOB TITLE: Security/Administrative Services Manager
JOB CODE: 485
CLASSIFICATION: Exempt
DEPARTMENT/DIVISION: Fire
SUPERVISOR: Fire Chief

Position Summary:

Under general direction of the Fire Chief, oversees and manages administrative services for the fire department, performs a number of security functions, including, but not limited to, control and protection of sensitive unclassified information, security integration, security inquiry/evaluation, personnel security (Badge Office, Clearance Processing Office), security assessments, and Cyber Security. Responsible for the design, creation, implementation and management of the Safeguards and Security program, including but not limited to writing all policies and procedures, training end users, and reporting outcomes. Acts as the point of contact and records manager for labor management issues. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Serves as a subject matter expert for the DOE/LAC cooperative agreement. Generates monthly/yearly reports to DOE as required in the cooperative agreement.
- Develops and implements a strategic plan and operational goals and procedures for a Safeguards and Security program using best practice methodologies to support and achieve long-range organizational goals.
- Manages the department's security program. Serves as the department's security liaison with DOE/LANL, develops security compliance strategies, maintains security training records, and serves as the coordinator for personnel security actions, including clearances and badges.
- Applies Department of Energy (DOE) Orders and Guides, and Los Alamos National Laboratory (LANL) policies, procedures, and regulations to resolve a variety of issues related to security operations of moderately complex scope where analysis of situations or data requires a review of a variety of factors.
- When assigned by the Fire Chief, may serve as a liaison to committees and project teams outside of the Fire Department.
- Assists in the development of strategic plans for the Fire Department. Implements and communicates goals, objectives, policies and procedures in accordance with the strategic plan.
- Works collectively with HR, fire command staff, Finance, and County Attorney's Office while preparing for collective bargaining. Represents the Fire Chief during the collective bargaining process; assists with the development and implementation of collective bargaining parameters, guidelines, and procedures.
- Coordinates with HR regarding the terms of the collective bargaining agreement and local ordinances and state laws related to labor relations to ensure compliance.

- Assists County Attorney's Office with preparation of documentation and reports responding to grievances, prohibitive practices complaints, and other legal complaints in collaboration with HR and Fire Department Senior Management.
- Coordinates Labor Management Committee meetings and agendas and maintains records associated with the meetings.
- Serve as a member of the Fire Department Senior Management Team.
- Maintains professional and technical knowledge by conducting analysis; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional organization; conferring with representatives of contracting agencies and related organizations.
- May be required to respond to major emergency incidents, Emergency Operations Center, or Departmental Operations Center to provide administrative support.
- May supervise assigned support staff.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Management, Public Administration, or related field, or equivalent combination of education and related work experience.
- Six years of work experience in the areas of management, public or business administration, personnel management, project management, security or other related field.
- Two years of supervisory experience across all years of job-related experience.
- Must be a United States Citizen.
- Must possess, or must make application for a DOE Q clearance within thirty days of employment with ability to obtain, and maintain a DOE Q clearance and is subject to additional federal background investigation. Prior to issuance of the Q clearance, must be eligible at all times to be escorted into secured areas until such time as the initial investigation period has expired and a Q clearance is issued. Subsequently, should Q access authorization be under review, but not suspended or revoked, and employee remains eligible to be escorted into a secured area, a reasonable time for reinstatement shall be allowed.
- Successful completion of mandatory drug screening and subsequent random drug and alcohol screenings.
- Successful completion of the background investigation, including FBI fingerprint check.
- Must not have been convicted of a felony or other crime involving moral turpitude.

Preferred Qualifications:

- Master's Degree from an accredited college or university in Business Management, Records Management, Human Resources, Labor Management, Education, Public Administration, or Security-related field.
- Valid New Mexico driver's license.
- Current DOE Q Clearance.
- Two years in a security related field.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of supervision and management.
- Knowledge and experience or ability to obtain knowledge and experience in information security, physical security, computer security, personnel security, key/core management, security integration/help desk, security inquiry/evaluation, personnel security (Badge Office, Personnel Security), or security assessments.
- Knowledge of LANL's and County's security and safeguards policies, practices and procedures, particularly those included in the NNSA DOE/LAC Cooperative Agreement.
- Knowledge in labor relations and human resources management and practices.
- Knowledge and understanding of employment law, including New Mexico Public Employees Bargaining Act.
- Knowledge of statistical compilations and analyses.
- Skill to conceptualize and communicate major elements of security and safeguards to both technical and non-technical personnel.
- Skill in the preparation and presentation of security and safeguards reports.
- Skill in managing projects, in planning and adhering to schedules, and in working as an individual contributor and a team member.
- Skill in reading, understanding, evaluating and applying security related documents.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing, preparing and presenting information clearly and concisely, both orally and in writing.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to make administrative/procedural decisions and judgments.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed in both indoor and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend and holiday work may be required on short notice. Required to respond to call back support for Fire Department Operations Center (DOC), and Emergency Operation Center (EOC) assignments.

This position requires mandatory and random drug and alcohol testing and screening; therefore, all applicable federal/state regulations or laws and county rules and policies covering random, post-accident, pre-hire, and return to duty testing will be conducted prior to and during employment.

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Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: _____ Revised: 3/20/2015, 12/1/2018, 1/17/2020