



60 Jack Ellington Road
Fredericksburg, VA 22406
540.752.2800
www.team-crucible.com

Physical Security Specialist – Rosslyn, VA

Since our inception in 1993, Crucible has employed only the most competent, operationally experienced military and law enforcement veterans to instruct, consult, and manage security operations globally. We have lived and worked in the same environments, and under the same conditions, as our clients. Our instructors are dynamic, perceptive, and professional which resonates with student groups.

Crucible is seeking several highly qualified candidates for the position of Physical Security Specialist.

Duties:

- Specialists will draft, edit and review documents that will be viewed at the highest levels of the Department.
- Specialists will coordinate, survey and document and assessing deficiencies related to Overseas Policy Board (OSPB) standards, and managing and mitigating risk associated with physical security vulnerabilities.
- Specialists may provide in-person briefings or written briefing papers for Department leaders, Department oversight bodies, and other high-level U.S. Government decision-makers.
- Specialists must serve as sources of expertise and advice on residential security countermeasures for regional security officers (RSOs) overseas. They track residential security yearly budgets and ensure compliance with Department funding and budgeting timeline requirements.
- Specialists serve as primary points of contact for RSOs on the Department's Soft Target program. They serve as Department experts on countermeasures appropriate for soft targets, primarily but not limited to schools overseas attended by children of Chief of Mission personnel. They coordinate soft target funding requests from RSOs in conjunction with Overseas Building Operations (OBO) elements.
- Specialists are responsible for coordinating design reviews of OBO projects to ensure compliance with OSPB standards.

This position requires moderate levels of international travel often to locations further than 12 or more hours by air. During the international trips, long periods of standing, walking, and bending can be expected. This position may require travel to high threat environments and all contractors will be required to successfully pass the Department of State's online High Threat Security Overseas Seminar training course. Successful completion of Department required online courses such as Cyber Security Awareness, EEO briefings, and instruction on methods of handling National Security information will be required upon entry on duty.

Qualifications:



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- Bachelor's degree education; or 5 years of continuous, direct work experience in Physical Security countermeasures or Risk Management.
- Ability to rapidly learn and apply DS, OSPB, and physical/residential security requirements;
- Demonstrated teamwork and team building experience with those who are not direct reports;
- Excellent writing skills to including editing, ability to identify grammar mistakes, contextual errors, and the ability to ensure products conform to established standards;
- Experience drafting policy, procedures, memos, cables, and preparing reports for executives for decision making;
- Good interpersonal and communication skills that can explain complex details to different audiences including working level employees, senior leadership and subject matter experts;
- Excellent research skills;
- Excellent customer service;
- Experience in basic data analysis, statistical analysis and demonstrated attention to detail;
- Experience in basic budgetary accounting procedures and recordkeeping;
- Demonstrated ability to multi-task, prioritize and track activity;
- Organized, self-starter who has demonstrated they are internally motivated, take ownership of their program, can work well independently or with a team, and with minimal supervision;
- Demonstrated IT competence: SharePoint, Office 365, Microsoft Word, Excel, PowerPoint, etc.
- Secret Clearance Required