



# Example of Industrial Security Specialist Job Description

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Our company is growing rapidly and is hiring for an industrial security specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for industrial security specialist

- Evaluate, validate, and inspect all non-technical Information Systems (IS) features and safeguards for contractor facilities processing classified information
- Ability to train, lead, and mentor a team of security professionals
- Skill in identifying counterintelligence issues, assessing risks, and providing security countermeasures recommendations/alternatives to mitigate the risk
- Ability to develop and present oral briefings to high-level management officials
- Ability to identify and validate mitigation of Foreign Ownership, Control, and Influence (FOCI)
- Ability to review transportation plans, serve as Designated Government Representative, assess compliance with licenses and agreements for international shipment of classified information and materials, and conduct security vulnerability assessments of programs with international classified contracts
- Establishes and maintain liaison with government agencies, external customers, contractors, employees, and managers
- Conduct personnel security indoctrinations and debriefings
- Establish or utilize appropriate databases and procedures to perform as the administrative POC for a set of compartmented programs
- Organize, prioritize, and track security documentation and correspondence

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- Must have experience with DOD processes and procedures or an equivalent regulatory environment and/or military training
  - Possess an active DOD or DOS Secret security clearance, and maintaining eligibility for the duration of the contract
  - Ability to display tact, discretion, and diplomacy in dealing with people at all levels, senior personnel representing external and customer organizations
  - This position requires Current Top Secret clearance
  - This position requires Current/active Top Secret clearance
  - Experience in FOCI application and administration desired