



# Toyon Research Corporation

6800 Cortona Drive  
Goleta, CA 93117  
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CAREER OPPORTUNITIES - Santa Barbara, CA

## Program Security Administrator (Ref #1921-I)

We are looking for an Industrial Security Generalist who is familiar with SAP, SCI and/or collateral security administration. Resourcefulness, strong work ethic, and excellent interpersonal skills are required.

At Toyon, we pride ourselves on functioning as a cooperative and professional security team based on trust. The successful candidate will continually work to develop positive and productive relationships with employees within the corporation as well as external government and industry customers. It would be a plus if the candidate has some familiarity with the National Industrial Security Program Operating Manual (NISPOM), the Joint Air Force - Army - Navy (JAFAN) Manual series, the DoD Manual 5205.07 Vol. 1-4, and the ICD Standards.

This candidate will perform duties as Contractor Program Security Officer (CPSO) for Special Programs. The applicant will be responsible for all aspects of security, including personnel, physical security, classification guidance, high-level program leadership briefings, presentations, classified meeting support, and security education.

Responsibilities will include:

- Special Access Program (SAP) document control
- Handling Program Access Requests (PARs)
- Processing classified program visits for travel
- Creating and administering security indoctrination briefings/debriefings
- Supporting secure facility inspections, audits and accreditations
- COMSEC account management
- Assisting with investigations regarding security infractions, incidents and violations
- Developing and implementing program-specific security policies and procedures
- Creating and maintaining documentation such as SOPs, OPSEC plans, CONOPs, etc.

Qualifications:

- 3 years Security experience
- Able to adapt to a changing, stressful, fast-paced work environment
- Proficient with Windows applications
- Excellent writing skills
- Knowledge of computer security and/or communications security a plus

**U.S. Citizenship Required.** This position requires a current TOP SECRET clearance with a favorable investigation current within the past five years (close date). Candidate must be SAP and SCI program eligible.

Please e-mail resume to:  
employment@toyon.com

WE OFFER AN EXCEPTIONAL EMPLOYEE BENEFITS PACKAGE!

Toyon is an Equal Employment Opportunity Employer Minorities/Females/Vet/Disability