



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

**POSITION:**

**Police Operations Manager #398**

**DEPARTMENT:**

Office of Security and Emergency Preparedness

**SUMMARY:**

This is professional and managerial work overseeing the planning and execution of liaison, campus access, and after-hours notification programs with the Office of Security and Emergency Preparedness. Work involves managing, developing, and implementing short-term and long-term goals for each program, which includes working with internal and external stakeholders and in collaboration with senior leadership to ensure security matters and issues are successfully coordinated with law enforcement.

**LICENSES AND CERTIFICATIONS:**

Ability to obtain and retain a security clearance. Requires a valid Driver's License

**SALARY RANGE:**

\$104,761 - \$157,136

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/501Z>

**POSTING DATE:**

Friday, November 20, 2020 to **Monday, December 21, 2020**

**U.S. Senate Sergeant at Arms, Human Resources \* Senate Hart Building SH-142, Washington, DC 20510 \* Phone: 202-224-2889**

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



## POLICE OPERATIONS MANAGER

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### NATURE OF WORK

This is professional and managerial work overseeing the planning and execution of liaison, campus access, and after-hours notification programs with the Office of Security and Emergency Preparedness. Work involves managing, developing, and implementing short-term and long-term goals for each program, which includes working with internal and external stakeholders and in collaboration with senior leadership to ensure security matters and issues are successfully coordinated with law enforcement. This work is performed under the general direction of the Director.

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### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Works as a liaison with the U.S. Capitol Police on behalf of Senate offices and the Sergeant at Arms (SAA).
- Plans and organizes the work of professional staff in support of the SAA Command Center Duty Representative Program under the direction and supervision of the Director.
- Plans, organizes, directs, and evaluates the work of professional staff in support of the Senate Campus Access and Police Operations programs including recruitment, selection, training oversight, and daily supervision of full-time staff
- Manages, coordinates, and supports security requests from Senate offices and committees; serves as SAA representative for security assessments.
- Responds to issues and concerns from management. Participates in meetings with internal and external stakeholders.
- Assists the Director in developing annual program plans and reports, departmental budget and strategic plan, and occasionally serves as acting Director.

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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands. Ability to walk around campus responding to incidents, emergencies, and events and stand for extended periods.



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## MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in criminal justice, law enforcement, business, public administration, or a related field, and a minimum of five years of experience in disaster relief response planning, emergency management/preparedness planning, law enforcement, security operations or program management or supervision; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of, or ability to learn, Senate Rules and Procedures.
- Knowledge, or ability to learn, the Capitol Hill Campus.
- Knowledge of law enforcement and/or security operations to include security assessments.
- Ability to communicate effectively both orally and in writing.
- Ability to develop effective working relationships with Senate staff and local, state, and federal law enforcement.
- Willingness to be available for incident and emergency handling outside standard office hours, where necessary.

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## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

- Ability to obtain and retain a security clearance.
- Requires a valid Driver's License

*Ba* 11/5/2020

ASAA OSEP

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

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 Senate Sergeant at Arms 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@saa.senate.gov](mailto:resumes@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.