



Information Network Associates
5235 North Front Street
Harrisburg, PA 17110
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Security Operations Specialist Position Available

Information Network Associates, Inc. (INA) is seeking a professional to join our team as a Security Operations Specialist. The incumbent will be responsible for administering INA's Protective Force Operation (PFO) projects, including staff scheduling and coordination as well as project start-up. This position will work under the guidance and direction of the unit Director.

This position is considered a safety sensitive position. Additionally, it is an essential position to provide safety and security services for INA and/or its client site(s).

Essential functions of the position include, but are not limited to:

- Ensuring special events and details are staffed per contractual requirements with trained, certified officers.
- Scheduling special events and details per INA policy ensuring shifts are filled and escalating issues/concerns.
- Serving as primary point of contact for all PFO staff as it relates to assignments, scheduling, etc. for special events and details.
- Developing, communicating, and disseminating post orders for special events and details based on contract requirements.
- Support and motivate staff by providing ongoing guidance, mentoring, and feedback to ensure competent performance while adhering to company policy and procedure.
- Ensuring all staff possesses applicable training, including, but not limited to firearms qualification, MOAB, Use of Force, etc.; when discrepancy is noted, escalate to division leadership.
- When directed, prepare weekly and monthly reports for division leadership regarding the unit.

This position will stand post as needed for immediate as well as long term assignments and therefore will require a **current, valid PA Act 235 certification with firearms** as well as a **PA conceal carry permit**. To be considered, a candidate must possess both certifications.

Additionally, the position may be required to fill open armed and/or unarmed details, occurring outside core business hours, including but not limited to before shift, after shift, nights and/or weekend hours at the direction of the supervisor and as such the selected candidate must be flexible and easily adapt to changes in scheduling.

The ideal candidate must possess an Associate's Degree in the field of Business Administration, Criminal Justice or a related field, or 4 – 5 years professional security, law enforcement, and/or military police experience; or any combination of skills, knowledge and experience. A valid driver's license from the state of residence, vehicle registration, and required insurance are also required.

This position will remain open until filled. Interested candidates should submit a cover letter including compensation requirements and resume. Application packages can be faxed, mailed, or emailed to the below:

Information Network Associates, Inc.
Attn: Shelly Thomas, Director, Human Resources
5235 N. Front St.
Harrisburg, PA 17110
Fax: 717-599-5507
Email: sthomas@ina-inc.com

EOE M/F/Vet/Disability

It is the policy of INA to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristics under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

INA will take steps to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

ABOUT INA

INA is a privately held small business headquartered in Harrisburg, Pennsylvania. INA was founded in 1982 by a former FBI special agent who serves as Chairman of the Board. With more than 30 years of proven experience, INA has developed a reputation as a premiere investigative and security solutions provider. INA's past performance reflects a deep commitment to excellence and quality service.