

AN OFFICIAL ANNOUNCEMENT

The Selection Board of The Conley Group, Inc. hereby announces an opening for the position of **Security Manager** at the rank of **Security Lieutenant**. Any person desiring to be considered as a candidate for this position should forward a comprehensive résumé, including both personal and professional references, as well as salary history, to:

The Conley Group, Inc.
ATTN: Vice President of Administration
2867 – 104th Street
Des Moines, Iowa 50322

All résumés should be mailed or hand delivered. No résumés will be accepted via e-mail or facsimile. Those individuals who are considered as viable candidates for this position will be personally contacted by a management representative. Because the selection process will likely take several weeks, candidates should be patient with the selection process. All interested candidates should submit their résumé as soon as possible.

Position Summary

This position is required to be filled by a qualified individual who meets or exceeds the educational and experience requirements, as well as meeting or exceeding all general company qualifications for employment. The Security Manager is responsible and accountable for operations activities involving all subordinate uniformed and plainclothes security officers, security patrol officers, and all security supervisors.

Position Compensation and Benefits

The starting salary range for a Security Manager is \$45,000.00 to \$50,000.00 per year. Additionally, the candidate will be provided with a comprehensive benefits package.

Eligibility Requirements

This position is open to all company employees who are permanently employed in the position of security supervisor, and have been employed in good standing in that capacity for a period not less than six (6) consecutive months immediately preceding this announcement, and meet the minimum educational requirements. Employees who have not achieved a supervisory

rank, and all non-employees, are authorized to apply for this position if they meet the following minimum requirements:

- Meet or exceed all company qualifications for employment.
- Be a naturalized citizen of the United States
- Be able to be licensed as an I.D. card holder by the Iowa Department of Public Safety.
- Have earned a Bachelor's Degree in a related discipline from an U.S. regionally-accredited college or university.
- Possess at least five years of successful private-sector security management experience.

Hiring preference will be given to candidates who possess one or more of the following:

- Have prior work experience in the security or risk management area.
- Possess a Master's Degree in Business Management or related discipline from an U.S. regionally-accredited college or university.
- Possess current certification as a Certified Protection Professional (CPP), as certified by ASIS International.
- Have experience in the police, fire, or emergency medical service areas.
- Be an honorably-discharged Veteran of the U.S. Armed Forces.

Duties and Responsibilities

Under the general guidelines of a managerial officer, a Lieutenant is responsible and accountable for the management and supervision of subordinates; performs, and supervises those who perform, all phases of personnel functions in the command; establishes and maintains positive law enforcement relations; instructs and counsels subordinates in the performance of their duties; is responsible for the appearance, punctuality, attendance, productivity, good order and discipline of all personnel in the command; maintains regular contact with employees and customers; manages and supervises security activities at the managerial and operational levels and evaluates the quality of subordinates' performance; provides marketing and sales assistance to prospective clients; keeps current and maintains accurately, all required command records and reports; performs all additional functions prescribed for the rank by regulations and procedures, orders or directives of company employees who are senior in rank; and performs special duties or assignments as directed by the Chief of Security or his authorized representative, at his discretion.

Examples of Typical Tasks

Supervises subordinates; patrols command area to observe current conditions and performance level of subordinates; conducts investigations and prepares replies in connection with official communications; resolves problems or issues with, and provides positive customers relations to, customers of the company; represents the company and provides information to prospective customers; performs, and supervise those who perform, screening, interviewing, hiring, orienting, and training for all new employees under the command; reviews and completes reports of incidents and condition of the command; performs, and supervises those who perform, regular and exception employee scheduling functions; responds to and supervises subordinates at the scene of major or significant calls for service; prepares and discusses performance evaluations for subordinates in the company; counsels individuals in the company for work related problems including absenteeism, tardiness, productivity, performance and appearance; takes appropriate disciplinary action, up to and including termination, for infractions committed by subordinates; provides, and supervises those who provide, on the job training and counseling to correct and improve subordinates' performance until an acceptable level of job performance is achieved; performs, and supervises those who perform, inspections of all assigned personnel and company records, and assesses overall attitude and morale of assigned personnel.

Method of Selection

This process begins with the receipt of candidate résumés. All individuals who are considered as viable candidates for this position by evidence that they meet or exceed the criteria and qualifications for this position will be personally contacted by a management representative. Subsequently, an initial interview and assessment testing will be scheduled by a company management representative. A background investigation will be conducted simultaneously while personal interviews are being scheduled and conducted. Those who successfully pass the interview and the background investigation, will be notified and be scheduled for the last phase of the employment assessments. Those individuals whose evaluations are acceptable on the employment assessments will be invited to attend a second interview with our management team. After the second interview process is completed, a list of final candidates will be compiled. The Chief of Security will fill the open position from the names on that list.

*****Nothing Follows*****