



**The Conley Group, Inc.**  
2867 – 104<sup>th</sup> Street  
Des Moines, IA 50322-3814  
Phone: (515) 277-7437  
Fax: (515) 277-7275  
[www.theconleygroup.com](http://www.theconleygroup.com)

## **AN OFFICIAL ANNOUNCEMENT**

### **Notes to all potential applicants:**

1. Before beginning this process, all potential applicants should be aware the starting salary is not negotiable nor are the minimum position requirements. If the starting salary or the benefit package is not acceptable, then potential applicants should not apply for this position.
2. If any individual does not meet ALL of the minimum position requirements, then they should not apply.
3. The only applicants that will be considered are those who follow the application process as is delineated in this announcement.
4. If you have any difficulty submitting an on-line application, please contact us via e-mail at [info@theconleygroup.com](mailto:info@theconleygroup.com) for assistance.

---

The Conley Group, Inc., which is a Veteran owned and Veteran led business, hereby announces an opening for the position of **Security Manager** at the rank of **Lieutenant**. This is career position and will remain open until filled. 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 – 104<sup>th</sup> Street  
Des Moines, Iowa 50322

Additionally, any person desiring to be considered as a candidate for this position will need to complete an employment application. An application for employment can be completed in person at our office (the above address) or online at <http://www.theconleygroup.com/app.asp>.

After we have received completed résumés and applications for employment, a management representative will personally contact those

individuals who are considered as viable candidates for this position. Because the selection process will likely take several weeks, candidates should be patient with the selection process. All interested candidates should submit their résumé and application for employment as soon as possible.

### **Position Summary**

This position will be filled by a fully-qualified, high-energy and goal-oriented 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 will be armed, and be is responsible and accountable for operations activities involving all subordinate uniformed and plainclothes security officers, security patrol officers and all security supervisors. This is primarily a uniformed position and it is not an 8—5, MON—FRI job. The Security Manager will be working some nights and weekends.

### **Position Compensation and Benefits**

The starting salary for a Security Manager is \$65,000.00 with salary increases and promotional opportunities to more than \$100,000.00 per year possible. Additionally, the candidate will be provided with a benefits package that includes 100% paid personal medical insurance. A family insurance policy can be purchased by the employee at our discounted group rate. Dental insurance, life insurance and other benefits also provided.

### **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 mandatory minimum requirements:

- Meet or exceed all company qualifications for employment (listed as a part of the application process).
- 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 three years of successful private-sector (non-government) management experience.

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

- An honorably-discharged United States Military Veteran – especially those individuals who have served as a commissioned officer or at the senior enlisted level.
- Prior work experience in the security or risk management area.
- A Master's Degree in Business Management or related discipline from an U.S. regionally-accredited college or university.
- Current certification as a Certified Protection Officer (CPO), a Certified Protection Professional (CPP) or be Certified in Security Supervision and Management (CSSM).
- Have operational and or management experience in the law enforcement, fire, or emergency medical or emergency management service areas.

### **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 and completed applications for employment. 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. Those individuals who are considered as viable candidates for this position will be notified and be scheduled for a series of employment assessments. Viable candidates will then be invited to attend an interview with our management team. A comprehensive background investigation will be conducted simultaneously while personal interviews are being scheduled and conducted.

After the interview process is completed, a list of final candidates will be compiled, the Chief of Security Forces will fill the open position from the names on that list.

\*\*\*\*\*Nothing Follows\*\*\*\*\*