



JOB DESCRIPTION

JOB TITLE: Program Manager

JOB CODE:		EXEMPT/NON-EXEMPT : Exempt
REPORTS TO:	VP & GM	DEPT.: Program Office
DEPT. APPROVAL:	VP & GM	DATE: 01/07/2020
MANAGER LEVEL:	1	EEO CODE:

BRIEF POSITION SUMMARY:

This position is responsible for leading and supervising a program from award through completion, overseeing successful output. The PM outlines the program goals and objectives, while acting as a liaison between the customer, program team and upper management. The PM must be a highly organized, goal-oriented individual capable of preparing and tracking project plans, schedules, and budgets. The PM provides monthly status reporting and tracking of CDRLs and SDRLs and/or other project deliverables and has direct coordination with other functions and organizations within Sierra Technical Services.

DUTIES and RESPONSIBILITIES:

- Communicate and coordinate regularly with Customer, Program Team and Upper Management
- Strategize and outline goals and objectives of the program
- Estimate and implement program budgets
- Set program controls/governance/standards
- Monitor multiple projects through the entire program life cycle
- Manage the day-to-day detailed aspects of multiple projects
- Coordinate and use resources for multiple projects in the program
- Track program progress utilizing detailed schedule and cost reports
- Organize cross-projects work within the program
- Lead and mentor project staff and team members
- Set objectives to maximize ROI
- Prepare and present progress and budget reports to Customers and STS Management.
- Assist team members when needed to accomplish team goals

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Bachelor's degree in management, business, or related field; Master's in business or related field preferred.
- PMP Certification preferred.
- 10+ years' previous experience in program management, project management, or related field.
- Proficient computer skills, Microsoft Office Suite; working knowledge of program/project management software (MS Project).
- Knowledgeable in program management methodology and techniques; performance evaluation and change management principles.
- Excellent verbal and written communication skills.
- Able to multi-task, prioritize, and manage time effectively.
- Must be willing and able to work various shifts and weekends as required to assure projects are successfully completed.
- Must pass pre-placement drug screen and background investigation.
- Ability to obtain and maintain a U.S. Security Clearance at the appropriate level (requires U.S. Citizenship).
- May be exposed to high-level noise, dust, vibration and chemical fumes (within OSHA limits).