



## JOB DESCRIPTION

**JOB TITLE: Program Manager**

**JOB CODE:**

**EXEMPT/NON-EXEMPT: Exempt**

**REPORTS TO: Director of Programs**

**DEPT.: Program Office**

**DEPT. APPROVAL: VP-GM**

**DATE: 01/13/2023**

**MANAGER LEVEL: 1**

**EEO CODE:**

### BRIEF POSITION SUMMARY:

The Program Manager (PM) is responsible for leading all phases of the program life cycle from inception (proposal development) through kickoff, execution, and completion (contract closeout). Primary responsibilities are the management of cost, schedule, and technical performance of STS programs. The PM outlines the program goals and objectives, while acting as a liaison between the customer, program team, and upper management.

### DUTIES and RESPONSIBILITIES:

- Lead and direct cross-functional Teams to meet program cost, schedule, and technical performance objectives
- Development and adherence to master plans and schedules
- Measure and report program performance
- Deliver presentations to customers, executive management, and other program stakeholders
- Participate in the negotiation of contracts, contract changes, specifications, operating budgets, schedule milestones, and key terms and conditions
- Establish Program Office Directives
- Development and adherence to budget baselines utilizing Earned Value Management (EVM) or similar cost & schedule control methodologies and tools
- Identify, allocate and manage program resources, including workforce planning
- Ensure program team understands and adheres to contract scope, and manages change through control board activities
- Conduct thorough risk & opportunity management practices including identification, mitigation, and realization
- Establish customer relationships to develop further opportunities within the customer community
- Develop new business opportunities through long term strategic planning, capture planning, and development of proposals and business plans
- Communicate and coordinate regularly with customer, program team, and upper management
- Lead and mentor program staff and team members
- Assist team members when needed to accomplish program/organizational goals

\*The company reserves the right to add or change duties at any time

## **EDUCATION, EXPERIENCE, and QUALIFICATIONS:**

- Bachelor's degree from an accredited university in management, business, or related field
- Master's in business or related field preferred
- PMP Certification preferred
- 10+ years' previous experience in DoD program management, project management, or related field
- Experience developing Integrated Master Schedules using Microsoft Project
- Proficient with Microsoft Office Suite tools including Word, Excel, PowerPoint
- Knowledgeable in program management methodology and techniques; performance evaluation and change management principles
- Experience with earned value reporting
- Excellent verbal and written communication skills
- Able to multi-task, prioritize, and manage time effectively
- Strong analytical problem-solving skills and ability to implement sound critical thinking skills
- Experiences achieving team-oriented objectives
- Experiences developing and delivering presentations
- Must be willing and able to work various shifts and weekends as required to ensure projects are successfully completed
- Must be a U.S. citizen
- Ability to obtain and maintain a U.S. Security Clearance at the appropriate level (requires U.S. Citizenship)
- Holds and able to maintain a valid U.S. Driver's license
- Must pass pre-placement drug screen and background investigation

## **PHYSICAL REQUIREMENTS:**

- Requires mobility and the ability to bend and reach
- Manual dexterity and coordination are required (e.g., to operate computer keyboard)
- Must be able to sit/stand for extended periods – 9 hours minimum
- Physically able to handle items weighing up to 40lbs (unassisted)
- May be exposed to high level noise, dust, and vibration and chemical fumes (within OSHA limits)