



PROGRAM MANAGER

Job Description

GENERAL

Oversees and coordinates the management of assigned government contracts. Responsible for planning, organizing, directing, and tracking all aspects of project, including technology, deliverables, schedule, cost, contract and customer satisfaction. This position reports to the Director of Programs.

REQUIRED COMPETENCIES

Education/Experience: Bachelor's degree required, advanced degree a plus. At a minimum, must have three (3) years experience in the defense industry managing U.S. military programs however, five (5) years preferred. Experience in managing programs associated with the U.S. Army Tactical Engagement Simulation System arena a plus.

Skills: Superior oral and written English communication skills required. Must have effective leadership skills to organize, communicate, and motivate staff. Must be flexible and able to quickly adapt/react to changing situations and schedules. Long and short term planning and scheduling skills required. Top-notch organizational abilities needed to handle numerous tasks in support of assigned program(s). Savvy negotiation skills required to ensure successful discussions with customers and government representatives. Must use sound judgment and maintain discretion and confidentiality at all times. Must be computer literate and have working knowledge of MS Office suite, MS Outlook, and MS Project. Experience working with EVMS concepts a plus.

Attitude: Friendly, outgoing demeanor. Willingness to apply knowledge to new situations, dedicated to continuous improvement, self-directed, proactive, pride in work, ownership of commitments, communicates with senior management and other staff with "no surprises" and "can-do" attitude. Must excel at working in a team environment and maintain a professional attitude at all times. Able and willing to travel in performance of duties on assigned programs.

ESSENTIAL JOB FUNCTIONS

- Plan and implement actions to define and implement technical baseline and meet quality requirements for products and services
- Direct personnel, manage cost, schedule, ensure contract compliance and serve as customer interface
- Monitor project to ensure scope of work, schedule, and budget are well defined and maintained
- Assess issues and develop resolution to meet productivity, quality, and client-satisfaction goals and objectives
- Business development and growth of assigned programs including leading proposal preparation and costing
- Coordinate with all departments and disciplines to ensure timely program performance
- Proposal preparation including costing and pricing
- Maintain constant oversight of all program related activities to ensure timely program performance
- Keep senior management and the customer current on any problems or issues (No surprises!)
- All other program related activities as they may arise



Physical

Sitting for long periods of time
Reading and writing documents

Mental

Organizing, scheduling and coordinating
Analyzing and interpreting data
Problem-solving
Communicating, both written and orally, in English
Communicating technical information, both written and orally, in English

Equipment Use

Telephone – frequently
Computer – frequently

Working Conditions

Outdoor/Indoor - Indoors most of the time, but required to walk between buildings to visit the Engineering and Manufacturing buildings.
Exhaust/Fumes – Infrequently (may be exposed to adhesives, sealants, and cured materials in the Engineering and Manufacturing buildings)

Travel

As required to support customer meetings, business development, and project fielding at various training facilities.