

Job Title	Department	FLSA Status
Program Manager II - Flo	Program Management	Exempt

Overall Summary

This position manages and directs the daily execution of contract requirements to assure that cost, schedules and performance goals are met. “Leads all meetings and the integrated product team (kick-off through project close)”. Provide interface, communication and coordination with internal and external customers on matters pertaining to existing contracts and bid and proposal activities. This position will function at a low level of complexity.

Primary and Essential Duties and Responsibilities

- Manages and directs the daily execution of contract requirements to assure that cost, schedules and performance goals are met
- Leads all meetings and the integrated product team (kick-off through project close)
- Provides interface, communications and coordination with internal and external customers on matters pertaining to existing contracts and bid and proposal activities
- Participates as a team member or leader on bid and proposal activities. Ensures that the requirements of the request for proposal are met in the preparation and documentation of bids and proposals
- Actively seeks new business opportunities in coordination with Business Development
- Represents management at program reviews, meetings, seminars, etc.
- Prepare for and participate in contract/subcontract negotiations. While representing Company’s interests, assure that all government regulatory guidance is adhered to
- Develops and implements plans and schedules to execute contracts/subcontracts. Allocates and controls contract budgets for labor, material travel and purchased services. Reports program status to senior management on a monthly basis
- Formally identifies, assesses, monitors and mitigates risk throughout the program life cycle. Obtains management approval prior to making decisions that will cause deterioration of established program, cost and schedule objectives.
- Develops and implements corrective action plans when deviations from budgets and/or schedules are evident
- Performs variance analysis of schedule and cost on a formal and informal basis and presents them to senior management (i.e. earned value management system)
- Serves as a primary interface with the customer on all matters involving contract execution. Coordinates with other departments on resolution of contractual problems with the customer. Coordinates with Contracts Administration on issues pertaining to contract requirements, changes, and interpretations
- Assures that conduct of contract requirements is executed in accordance with appropriate regulations and company policies and procedures (i.e. federal acquisition regulations)
- Provides leadership to program team. Assures communication and cooperation among team members and resolves areas of conflict
- Manages inventory effectively
- Manages internal research and development projects
- Assures a timely closeout of completed programs to ensure that all obligations are satisfied and program documentation is properly recorded
- Understands and develops leading versus lagging indicators
- Develops and executes program corrective action strategies

- Develops and understands principles of program planning (i.e. developing a Bill of Materials and Basis of Estimate)
- Understands lean and process improvement principles (i.e. Lean Six Sigma)
- Understands cash flow management principles
- Available for travel as needed
- Supports, communicates, reinforces and defends the mission, values and culture of the organization
- Adheres to all quality and safety standards
- Supports other projects and performs duties as assigned

Secondary Duties and Responsibilities

- Participation in cross-functional team and work groups

Supervisory Responsibilities

- May manage other program managers
- directly supervise engineers, administrative personnel and other Program Managers

Years of Experience

7+ years

Level of Education

Bachelors degree or equivalent combination of education and experience; Engineering or business degree preferred or equivalent combination of education or experience

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience / Knowledge / Skills / Abilities

- Must be able to speak, read and understand English
- Knowledge of program management tools and procedures
- Excellent oral and written communication skills
- Solid leadership and management skills, particularly “influence management” and “conflict resolution”
- Experience throughout the program lifecycle from development through sustainment to include: proposal development, requirements decomposition, generation of system and subsystem statements of work and subcontracts, risk management, and continuous improvement efforts including implementation cost reduction and performance improvement efforts
- Experience with earned value cost accounting and reporting; experience with metrics for assessing and reporting program progress, productivity and variance analysis
- Experience in finance, contracting, export regulations, engineering, logistics, manufacturing and supply chain management
- Excellent customer interface skills
- Solid problem solving skills

- Excellent presentation skills
- Demonstrated success in management manpower planning, project reviews, scheduling and budget control
- Successful track record in managing complex aerospace/defense programs as a prime or sub-contractor to a domestic or foreign military organization
- Must have a portfolio of programs in which financial objectives (profit, cash flow, revenue, bookings) were achieved
- Program Management preferred (i.e. PMP or DAU level 3)
- Prefer experience with turnaround programs in which recovery was successful
- Possesses quality orientation and high attention to detail
- Possesses strong interpersonal skills and the ability to work with customers, vendors, employees and managers at all levels within the company
- Possesses strong computer skills with demonstrated proficiency in standard business software packages (e.g., Microsoft Office)

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is accomplished in a typical office environment with adequate environmental (heating/cooling) control. The noise level in the work environment is moderate due to noises associated with computer equipment and environmental control systems.
- This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets
- Access to operations and manufacturing areas may involve exposure to loud noises, dust, fumes, oils, and fluctuations in temperature

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Performs all work in accordance with safety and workmanship and good housekeeping specifications
- While performing the duties of this job, the employee alternates between sitting and standing/walking for long periods of time
- This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.
- Ability to wear proper Personal Protective Equipment (PPE) as required per plant rules

Training

- New employee safety orientation and training on special tools or software required for job performance