



Position Title: Senior Program Manager
Department: Program Management
Reports To: Assistant Director of Program Management
FLSA Status: Exempt
Prepared Date: 11/30/2017
Approved Date: 11/30/2017

SUMMARY

The Senior Program Manager has overall responsibility and authority for assigned programs and/or product lines and is responsible for the P&L of assigned programs. Works with internal and external customers to interpret and define complex program requirements, creates and manages detailed budgets and schedules within information systems including ERP and other Program Management software tools, control risks by identifying and developing mitigation approaches, and leads multifaceted IPT to successful task completion while ensuring the application of PMI standards during the management of the program.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the successful candidate must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Lead a cohesive IPT from with a cross-functional team of subject matter experts
- Experienced with complex box level electronic systems for multiple >\$1M - \$10M programs
- Measure P&L through earned value process and metrics
- Responsible for all project planning, monitoring, control, and execution functions
- Protect against scope creep by ensuring budget and schedule impacts are allocated
- Identify deliverables and ensure all tracked to customer requirements and schedules
- Determine required specific program controls and reporting functions
- Support on proposal and RFQ activities to ensure timely response
- Engage with multiple internal and external stakeholders to ensure successful program execution
- As POC for customer liaison for overall customer satisfaction
- ID follow-on business opportunities for the products and customer
- Support Leadership initiatives to meet corporate goals
- Perform PM assignments with minimum guidance from leadership
- Prepare and brief leadership on program health during periodic management reviews
- Support contract reviews and maintenance
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Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Four year Bachelor degree in Program Management-Business Administration, Engineering or equivalent field of study.
- Seven to 10 years progressive experience in Program Management, Business Administration, Engineering, or equivalent field of work demonstrating good management abilities.

Required Knowledge, Skills, & Abilities:

- Strong knowledge of MS Project and other Microsoft Office tools
- Ability to effectively communicate to diverse target audience
- Ability to lead a project team through the lifecycle of product development, production, and sunset
- Good technical understanding of products under his/her assignment
- Strong organization and leadership skills

Preferred Education & Experience:

- MBA with Bachelor degree in Engineering desirable.
- Bilingual in conversational Mandarin with primary language English
- Experience with Microsoft Dynamics AX
- PMP or equivalent professional Program Management certification
- Experience with international customers and supply chain
- Experience in DOD, Aerospace, and/or Public Transportation industries

Physical Demands and Work Environment:

- Occasional travel required
- Will spend long hours sitting and using office equipment and computers
- Will work in a manufacturing environment that may present minor noise at times