

Position Title: Senior Program Analyst
Department: Program Management
Reports To: Assistant Director of Program Management
FLSA Status: Exempt
Prepared Date: 2/16/2018
Approved Date: 2/16/2018

SUMMARY

The Sr Program Analyst will plan and track multiple projects to include creating, updating and maintaining project schedules, create and update an IMS combining all projects. Generate, manage and maintain program data and reports for Program Managers, write and implement procedures/processes as required, and assist with proposal activities. The Sr Program Analyst will also assist in tracking cost, risk, project performance, and customer satisfaction, as well as create briefings for internal and external stakeholders and support IPT meetings.

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.)*

- Support PMI-based functions for the PMO including schedule, risk, scope, quality, cost and customer satisfaction management.
- Assist with measuring P&L through earned value process and metrics
- Assist with project planning, monitoring, control, execution, and reporting functions
- Protect against scope creep by ensuring budget and schedule impacts are allocated
- Assist with identifying deliverables and ensuring all are tracked to customer requirements and schedules
- Assist with determining required specific program controls and reporting functions
- Support on proposal and RFQ activities to ensure timely response
- Engage with internal stakeholders to ensure successful program execution
- Support Leadership initiatives to meet corporate goals
- Perform assignments with minimum guidance from leadership
- Assist Program Manager with briefing leadership on program health during periodic management reviews
- Support contract reviews and maintenance
- Support Program Manager in leading a cohesive IPT from with a cross-functional team of subject matter experts
- Support contract review and maintenance

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 or equivalent field of study.
- Seven to 10 years progressive experience in Program Management as a PM or support function, Master Scheduling, Business Administration, or equivalent field of work demonstrating good management abilities.

Required Knowledge, Skills, & Abilities:

- A SME of MS Project and other Microsoft Office tools
- Very strong EVM skills
- Create and maintain complex project schedules
- Create and maintain an IMS
- Good understanding Project Management
- Strong organization and leadership skills
- Ability to effectively communicate to diverse target audience

Preferred Education & Experience:

- MBA with Bachelor degree in Engineering desirable.
- 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