

Job Title: Program Manager

Job Description: Plans, directs, and coordinates activities of designated programs to ensure that contractual requirements and/or objectives are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

Direct management of key personnel (professional) from various disciplines, and is responsible for the overall direction, coordination, and evaluation of these program functions.

Duties and Responsibilities: Reviews and/or supports the development of program proposals and plans for schedule, budget, and plans for accomplishing program, staffing requirements, and allotment of available resources.

- Seeks and identifies new business opportunities in the context of the “big picture”.
- Establishes program plans and staffing requirements for each phase of program, and arranges for recruitment or assignment of program personnel from functional departments.
- Confers with program staff to outline program plan and to assign duties, responsibilities, and scope of authority.
- Directs and coordinates activities of program personnel and modifies schedules or plans as required.
- Prepares program reports for senior management and customers as required.
- Confers with program personnel to provide technical advice and assist in problem resolution.
- Coordinates program activities with activities of customers.
- He or she must be able to perform all other duties as assigned.

Minimum Requirements:

- Visionary leadership, excellent delegator, strong manager and sound judgment are the key characteristics for this position.
- Four year degree or demonstrated equivalent experience required; certification in Program Management highly desirable. Exposure to Quality Systems is a plus.
- 5-10 years experience in the Department of Defense and/or Department of Homeland Security a must.

US Citizenship required. DOD Security clearance a plus.

EOE / M / F / D / V

Job Location: El Dorado Hills, CA

Salary: DOE.