

JG Management Systems, Inc. Exempt Position Description

Position Title: **Senior Program Manager**

Department: Grand Junction Corporate

Incumbent:

Supervisor: Chief Operating Officer

Position Summary:

This supervisory position leads a team of technical personnel comprised of JGMS employees and subcontractors/independent contractors. Plans, directs, and coordinates activities of designated projects to ensure that goals or objectives of projects are accomplished within the prescribed time frame and funding parameters; exercises full authority and management of program administrative budget, including contract execution and staffing needs. Responsibilities include acting as the single point of contact for assigned projects; taking projects from original concept to final implementation; analyzing and executing project scope and objectives; developing detailed work plans, schedules, and project cost estimates; and identifying needs and allocating appropriate resources. Participates in development of proposals.

Principal Accountabilities:

Support senior executives of JGMS by overseeing team compliance with all corporate policies, procedures, and programs; interface with senior executives by providing key input for decisions made in policy.

Provide exemplary customer service and promote high quality services and products by creating a teaming environment and maintaining a high standard of operational excellence in order to foster outstanding, long-term client relationships and program sustainability.

Major Responsibilities:

Review project proposals and plans to determine time frame, funding requirements and identify risks and procedures for accomplishing projects. Identify staffing requirements, and allotment of available resources to various phases of the projects.

Provide oversight and direction to a project team, including assignment of individual responsibilities, tasks, and technical functions.

Review and approve subcontractor agreements and submit to corporate staff for implementation.

Direct multiple client projects and help establish work plan and staffing for each phase of each project. Provide oversight for recruitment functions and assignment of project personnel.

Review status reports prepared by project personnel, and modify schedule or plan, as required.

Prepare and submits program (project) status reports for management, client, or others.

Continually monitor individual and team progress to ensure that all deliverables are met within the prescribed schedules.

Continually monitor costs, addressing variations and appropriating funds in accordance with budgetary guidelines. Review and track all project related invoices, including subcontractor invoices. Update cost proposal sheets (CPS) as directed by Controller or designee.

Confer with project personnel to provide technical advice and timely solutions to clients, and help resolve problems or issues.

Review and validate employee weekly timesheets and approve/track leave requests; and conduct annual employee performance evaluations.

Coordinate project tasks to ensure compliance with federal and state government regulations and standards.

Implement all JGMS corporate administrative policies and procedures.

Perform other related duties, as assigned.

Required [R] and Desired [D] Knowledge and Skills:

- Strong working knowledge of advanced concepts in business, engineering or science [R]
- Experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects [R]
- Exceptional interpersonal and verbal and written communication skills [R]
- Strong critical thinking, decision making and problem solving/conflict resolution skills [R]
- Effective time management and organizational skills [R]
- Solid understanding of financial/budget concepts (scope, schedule, cost) [R]
- Project management experience, with demonstrated skills including influencing, leading, negotiating, and delegating responsibilities [R]
- Extensive, demonstrated program management knowledge [D]
- Working knowledge of federal contract requirements/regulations [D]
- High level of knowledge and proficiency in office management systems, including spreadsheet software, project management software (such as MS Project), database systems, word processing and email/internet applications [D]

Minimum Qualifications:

BS degree in a technical field, plus seven or more years project management experience, or equivalent combination of specialized education and experience. Advanced degree preferred.

Physical Demands and Working Conditions:

Office is located on second floor of two-story building.

Position requires limited travel.

Possibility of infrequent outdoor field work.