

# Program Scheduler: Program Scheduler III

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Prepares, develops and coordinates the integrated master plan and integrated master schedule to meet all program objectives. Ensures major projects and program schedules and plans are horizontally and vertically integrated across company functional groups including finance, engineering, material, manufacturing, and quality. Tracks plans and schedules, performs risk analysis, identifies and resolves critical path and network logic conflicts. Utilizes Gantt, PERT, milestone charts, earned value management and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas.

## **Knowledge**

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

## **Minimum Education and Experience**

6+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Advanced MS Word, PowerPoint and Excel Skills.