

Project Planning & Control Management: Associate Manager, Project Planning & Control

Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management. Reviews status of projects and budgets; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients. Responsible for oversight of planning, budgeting, monitoring, coordinating and controlling of all Operations activities for all assigned programs under the control of a specific Business Area Team. Assure Operations performance is consistent with the goals established for the Business Area Team and provide maximum customer satisfaction.

Management Role

Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

Policy and Strategy

Frequent use and general knowledge of industry practices, techniques and standards. General application of Six Sigma tools, concepts and principles. Strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes. Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Freedom to Act

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

Impact

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources. Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy. Provides direction to project team as required. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units. Monitors work progress on a daily basis to ensure tasks and assignments are being completed to schedule and actively assists team members. Contributes to the completion of organizational projects and goals. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization.

Liaison

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution. Frequent internal company and external contacts. Manages intermediate project teams to ensure program and contractual requirements are achieved. Interfaces closely with Project Engineers and Engineering regarding projects. Liaison normally involves specific phases of a task, project or operation. External contacts involve routine matters to understand, track, drill down, and question activities and issues in all functional areas in order to influence management and resolve conflict. Negotiation, leadership, assertiveness and follow-through skills are key to successful completion of tasks. Conducts briefings to Senior Management on project health.

Operations Involvement/Direct Work Involvement

Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinate supervisor or staff members require assistance to meet established schedules or to resolve complex technical or operational problems. Responsible for managing all aspects of slightly complex program(s) as the primary authority for the Operations organization. This includes being accountable for cost, schedule and quality as related to functions within the Operations organization. Responsible for the day-to-day tactical duties for assigned

programs. Plans, directs or coordinates activities within specific programs. Analyzes workflow and assigns or schedules work to meet priorities and goals. May test, revise and/or correct errors in programs and/or systems. Provides input on production of a product, as it relates to the ease of manufacturing. Meets with program managers, support staff, vendors and customers to solicit cooperation and resolve problems. Develops and implements recovery plans for off-schedule and unanticipated events. Generates various reports/deliverables.

Minimum Education and Experience

5+ years of project engineering or related technical experience to include 3 years Project Management experience in a government contracting environment with a Bachelor of Science with an emphasis in Business, Engineering, Science or a related field, or equivalent applicable work experience. Working knowledge of all pertinent Operations functions, including, but not limited to: Materials Management & MRP, B&P and Budgeting, IR&D, Producibility and Testability, Procurement, Metrics and process improvement. Ability to lead a diverse workforce and provide an effective and efficient work environment. Ability to direct and manage multiple projects simultaneously, under frequently changing priorities. Excellent written and verbal communication skills. Ability to obtain a "top secret" security clearance. Intermediate MS Project, MS Word, PowerPoint and Excel skills.