

Project Specialist: Project Specialist I

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 program manager goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with program managers and line managers.

Knowledge

Strong knowledge of project management tools, Six Sigma tools and procedures. Strong people management, negotiation and presentation skills.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Program Complexity

Develops or matures assigned program(s) with well defined program plans and delivery methodologies.

Discretion/Latitude

Assignments are received in task-oriented terms. Provides direction to program team members using established policies and standards. Work is reviewed for soundness of judgment and overall quality and efficiency. 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.

Impact

Ensures that projects are completed on schedule following established procedures and schedules. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations or failure to achieve results might cause delays in program schedules and result in the allocation of more resources.

Liaison

Manages small to 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.

Work Products (Examples may include but are not limited to)

Responsible for managing all aspects of assigned 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

3+ years of project engineering or related technical 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. Intermediate MS, Project, MS Word, PowerPoint and Excel skills.