

Project Specialist: Project Specialist III

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

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of Six Sigma tools (working towards Black Belt or Green Belt) and industry practices. Strong people management, negotiation and presentation skills. Significant experience leading teams, improving capabilities and redesigning processes.

Problem Solving

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

Program Complexity

Advanced developing engineering of programs for large subsystems, small total systems, production or logistics programs for major total system. Requires developing and managing unprecedented program plans or delivery methods across derivative and distinctive products.

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. Assignments are received in task and objective-oriented terms. Provides direction to subordinates and/or team members based on general policies and management guidance. Work is reviewed upon completion for adequacy in meeting objectives. Functions as an advisor to a unit regarding tasks, projects and operations. Becomes actively involved in daily operations only when required to meet schedules or to resolve complex problems.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Exerts influence in the development of overall project goals. Ensures that projects are completed on schedule and within budget. Is accountable for managing cost, schedule and quality as related to functions within the Operations organization. Erroneous decisions or recommendations or failure to assignments would normally result in serious delays to assigned projects resulting in considerable expenditure of additional time, human resources and funds.

Liaison

Represents organization as a prime contact on contracts or projects. Manages intermediate to large project teams to ensure program and contractual requirements are achieved. Frequent contacts with internal personnel such as, Project Engineers, Engineering and with outside customer representatives at various management levels concerning operations or scheduling or specific phases of projects or contracts. Conducts briefings and participates in technical meetings for internal management and external representatives concerning specific operations.

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

Responsible for managing all aspects of moderately 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 moderately complex programs. Creates, maintains and refines detailed project plans, including work breakdown structures, track project schedules and technical performance. Assists with resource allocation, shape priorities, coordinates interaction with the customer and users to keep the project team focus on necessary goals. 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

7+ years of technical experience to include 5 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. Significant demonstrable experience leading teams to the resolution of ambiguities and development of accomplishable plans to solve the problem. Significant experience implementing or improving measurement capability and managing multiple development groups. Demonstrated experience redesigning processes to achieve greater productivity, decision-making or enhanced customer service. Advanced MS Project, MS Word, PowerPoint and Excel Skills.