

Program Administrator: Program Administrator II

Assists program managers in meeting contract requirements and company objectives. Develops and tracks contract data items and monitors program performance. Coordinates departmental activities to achieve program data delivery objectives. Administers the expenditure of company resources to achieve program and company objectives for assigned program elements. Coordinates departmental activities and resolves conflicts both internal and external to the requirements of program data management. Administers databases, monthly reports, and all program data management requirements. Develops schedules and budgets. Revises plans, schedules and budgets when required to accommodate unanticipated problems or changes in work scope. Communicates directly with customers and company management concerning program status and requirements. Performs other tasks required to achieve program data management objectives or to execute special assignments.

Develops program plans and schedules financial analysis data in support of Program Managers. Coordinates, monitors and analyzes program activities as assigned. Assists in the development of Management Systems to monitor and control program activity. Analyzes financial data on individual programs such as actuals versus budgets, cost trends, etc. Provides direct support to Program Managers, handling specific management details of their programs and/or proposals (planning, scheduling, cost reports, estimates to complete, budget releases and bid/estimate preparation). Completes special assignments as required by Director of Program Management, such as preparation of program/financial detailed reports. Devises methods and data presentation formats for improving program performance and/or bid estimate visibility/analysis.

Knowledge

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Minimum Education and Experience

3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, PowerPoint and Excel skills.