

Program Administrator: Program Administrator III

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

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 Business or related field. Advanced MS Word, PowerPoint and Excel Skills.