

Program Administrator: Sr. Program Administrator

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

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.

Problem Solving

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

Discretion/Latitude

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

Impact

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

Liaison

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.

Minimum Education and Experience

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