

# Program Administrator: Program Administration Manager

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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**

Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.

## **Problem Solving**

Develops solutions to problems of unusual complexity which require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.

## **Discretion/Latitude**

Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.

## **Impact**

Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

## **Liaison**

Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.

## **Minimum Education and Experience**

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