

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.

Level 1		Level 2		Level 3		Level 4		Level 5	
Program Administrator I		Program Administrator II		Program Administrator III		Sr. Program Administrator		Program Administration Manager	
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.		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	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.		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	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		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.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.		Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		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.		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.		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.	

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Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.	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.	Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives.	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	1+ years directly related experience with Bachelor's Degree in Business or related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly related experience with Bachelor's Degree in Business or related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel Skills.	10+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, PowerPoint and Excel skills.	15+ years directly related experience with Bachelor's Degree in Business or related field. Advanced MS Word, Powerpoint and Excel skills.