

POSITION DESCRIPTION

APPLY TO: John Kennedy, jkennedy@hmrtech.com or Barb Senzig, bsenzig@hmrtech.com

POSITION TITLE: Program Manager (Senior)

LOCATION: Wright-Patterson Air Force Base, OH.

POSITION STATUS: Full-Time, Exempt, Salaried

CLEARANCE: Current SECRET

ESSENTIAL AREA OF RESPONSIBILITY:

- This position provides program management support to the F-15 Division at Wright-Patterson Air Force Base, OH.
- The Senior Program manager will be expected to apply knowledge, skills, abilities, and experience in acquisition program management statutory requirements, philosophy, policies, practices, and procedures to systems, subsystems, equipment, and services procurement activities, post award project/program management tasks, and life-cycle acquisition and acquisition logistics management.
- Accomplish program support tasks and interact with lateral Robins, Wright Patterson Organizations, or any external agencies required to facilitate and support uninterrupted day-to-day operations.
- Typically works on high-visibility or mission critical aspects of a given program and performs all functional duties independently.
- May oversee the efforts of less senior staff and/or be responsible for the efforts of those assigned to a specific job.
- Apply knowledge and experience in acquisition program management philosophy, policies, and procedures to DoD, AF and sister service systems, subsystems, and equipment procurement activities, including Prime Mission Equipment and Support Equipment, post-award project/program management tasks, and acquisition programs throughout their lifecycles.
- Manage and organize resources and personnel needed to efficiently and effectively meet the objectives of each task, as well as explore new approaches as applicable within the performance of these tasks.
- Assist in producing or reviewing products for program office use that include business case analyses, trade-off studies, estimates for program office acquisition and logistics requirements, written requirements documents for planned acquisitions, and acquisition strategies and plans.
- Support development of milestone documentation documents defined in Department of Defense Instruction (DoDI) 5000.02 and as tailored by the program office and milestone decision authority.
- Interface with F-15 program managers at various locations in support of the assigned project, identify potential project impacts, and assist in the formulation of alternative problem solutions/strategies

- Assess progress in assigned projects including cost estimates, schedules, and performance supportable baseline requirements by applying US Government approved methods and procedures
- Assist with the development of documents such as Memorandum of Agreements, Memorandum of Understandings (MOA/MOU), Statements of Objectives (SOO), PWSs, Statements of Work (SOW), Requests for Proposal (RFP), Milestone Documentation.
- Provide technical support, plan for, coordinate, and participate in integrated program reviews and conferences, including, but not limited to, the following: executive, readiness, technical, budget, design, weapon system, requirement working groups, supportability, and management reviews.
- Assist in the review and analysis of prime and sub-contractor earned value management systems.
- Support program briefings and reports by gathering information, preparing charts, presenting briefings, and providing other support as needed.

MINIMUM QUALIFICATIONS:

- A Senior labor category has over 10 years of experience and a MA/MS degree, BA/BS Degree may be substituted with additional experience

Preferred Qualifications:

- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- Must possess the requisite knowledge, skills, abilities, and experience to be able to self-sufficiently perform all duties and tasks in support of the Directorate or Division missions.
- Must obtain and maintain a government security clearance at the required level.
- Must be proficient in the use of Microsoft Office Applications (Outlook, Word, Excel) and other standard (Customer specified) applications.

HMRTech is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for Employment without regard to race/ethnicity, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, genetic information, marital status and disability (including physical or mental disability as well as pregnancy) veteran status or any other status protected by Federal State or local law.