
SENIOR PROGRAM MANAGER

SUMMARY/OBJECTIVE:

The Senior Program Manager will be responsible for managing Prime, Subcontractor and Partner programs for our U.S. Government customers to ensure overall success by delivering on time and to specification, while managing the communication, expectations and deliverables with customers per the terms and conditions of the contract. This position will be tasked with developing, updating, managing and delivering full array of standard internal and customer Program Management deliverables, such as, Program Plans, MS Project Plans (or similar), Work Breakdown Structures, Budget/Spend Plans, Quality Plans, Monthly Reports, EVM Reports, Builds of Material, Labor Categories, etc. Position will work with Senior Management, Contracts/Subcontracts, Accounting, Engineering/Development, Operations, Sales/BD, and other areas of the organization as necessary. Excellent phone, email and in-person communication skills are a must, along with knowledge of FAR/DFAR. A PMP certification, or ability to quickly obtain one, is required. Travel to customer sites in local Washington DC area and occasional overnight out-of-area travel is likely.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Be the "Owner" of your assigned contracts and programs.
2. Be the primary interface with the customer to ensure all programmatic responsibilities are executed on time and to spec.
3. Develop and maintain program plans, test plans, QC plans, WBS, EVM, build and materials lists, labor categories, and other standard program management deliverables.
4. Experience with MS Project or similar tasks.
5. Create subcontracts and manage subcontract team.
6. Organize programs and activities in accordance with the mission and goals of the organization.
7. Developing new programs to support the strategic direction of the organization.
8. Create and manage long-term goals.
9. Develop a budget and operating plan for programs/tasks orders.
10. Develop an evaluation method to assess program strengths and identify areas for improvement.
11. Ensure goals are met in accordance with the requirements for each customer's government contract as well as for Meridian's corporate goals.
12. Implement and manage changes and interventions to ensure project goals are achieved.
13. Meet with stakeholders to make communication easy and transparent regarding project/task order issues and decisions on services/products.
14. Produce accurate and timely reporting of program/task order status throughout its life cycle.
15. Analyze program/task order risks.

COMPETENCIES:

1. Excellent Communication Skills.
2. Ethical Conduct.
3. Thoroughness.



4. Results Driven.
5. Strong Negotiation Skills.
6. Flexibility.
7. Problem Solving/Analysis.
8. Customer/Client Focus.
9. Financial Management.
10. Organizational Skills.
11. Initiative.
12. Relationship Management.
13. Critical Evaluation.

SUPERVISORY RESPONSIBILITY:

This position will provide management oversight of government contracts and may also be responsible for overseeing staff members on certain contracts and the subcontracts team.

WORK ENVIRONMENT:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

POSITION TYPE & HOURS OF WORK:

This is a full-time position. Typical days of work are Monday through Friday. Some flexibility in hours is allowed, but the employee must be available during the "core" work hours of 9:00am – 5:00pm and must work 40 hours each week.

TRAVEL:

Regular travel is not expected for this position, but you may be occasionally tasked with attending an offsite meeting with a potential or current customer, including potential overnight out-of-area travel.

REQUIRED EDUCATION & EXPERIENCE:

1. Bachelor's degree
2. Demonstrated experience in owning assigned contracts and programs.
3. 5+ years of previous experience with program management within the government contracting industry.
4. Top Secret clearance (previous SCI access is preferred, but not required)
5. PMP Certified
6. U.S. Citizenship required.

SECURITY CLEARANCE:

Top Secret clearance (Active preferred, but will consider Inactive). Previous SCI access is also preferred, but not required.



ADDITIONAL ELIGIBILITY QUALIFICATIONS:

None required for this position.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.