

## Enterprise Electronics Corporation

### Program Manager

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**Department:** Program Management

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

**Job Status:** Full Time

**Reports To:** Program Director

**Amount of Travel Required:** 20-30%

**Positions Supervised:** None

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#### POSITION SUMMARY

The Program Manager oversees programs to ensure that activities are carried out in accordance with established specifications, schedules, and budgets; coordinates interdepartmental functions in order to minimize delays; meets with customers, end users and program team members on a regular basis to review program status and plan future actions. Manages assigned programs for products and/or services for both the domestic and international markets to ensure program performance meets requirements as addressed in either a contract or bid/proposal.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Direct and manage project development from beginning to end.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate

recruitments if necessary during project cycle.

- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Works with the company's project scheduler to identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools. Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.
- Ensure compliance to all company policies regarding contractual management, including FCPA and Export compliance.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Decision Making - Ability to make critical decisions while following company procedures.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Project Management - Ability to organize and direct a project to completion.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree (four year college or technical school) or Work Equivalent, Field of Study: Program Management

**Experience:** 4 plus years of experience in Program Management

**Computer Skills:** To perform this job successfully, an individual should have knowledge of INFOR software, Database software; Internet software; Manufacturing software; Project Management software and Spreadsheet software.

**Other Requirements:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O	<b>Lift/Carry</b>	
Walk	O	10 lbs or less	F
Sit	O	11-20 lbs	O
Manually Manipulate	N	21-50 lbs	N
Grasp	N	51-100 lbs	N
Reach Outward	N	Over 100 lbs	N
Reach Above Shoulder	N	<b>Push/Pull</b>	
Speak	F	12 lbs or less	F
Climb	N	13-25 lbs	O

Crawl	N	26-40 lbs	N
Squat or Kneel	N	41-100 lbs	N
Bend	O		

**Other Physical Requirements**

- Vision (Near, Distance, Peripheral, Depth)
- Ability to wear Personal Protective Equipment (PPE) - Vision and Hearing

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet.

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Prepared by: Human Resources Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.