



**Senior Program Manager (CATI-09-005)
Daleville, Alabama**

Senior Program Manager

Location: Daleville, Alabama
Position Status : Full Time
Start Date: N/A
End Date: Permanent Position

Job Posting No : CATI-09-005
Posting Start Date: January 4 2010
Posting End Date: April 5 2010

Job Description

- Oversee all aspects of a program including contracts, schedules, staffing, financials, technical requirements, production, integration, acceptance, and delivery from inception through completion
- Monitor overall performance during all phases of a program to ensure project is on time, on budget, and establishing highest level of customer satisfaction
- Ensure programs are executed in accordance with the contract statement of work and meet technical, schedule, and cost performance requirements
- Establish master plan and schedule and implement measurable milestones during program evolution to monitor program status. Identify program problems and obtains solutions. Create strategies for risk mitigation and contingency plans. Inform upper management of potential financial issues/risks and proactively works on resolving potential problems before they become a significant issue/risk
- Act as primary customer contact for all program/project activities. Maintain close contact with customers to ensure the highest possible level of customer satisfaction
- Communicate customer requirements, specifications, project schedule, and budget constraints to team members and upper management
- Ensure programs are compliant with internal procedures and deliverable requirements
- Coordinate the preparation of status reports, proposals, business plans, work statements, specifications, operating budgets, financial contracts, and deliverable program requirements for team members and customers
- Assist in developing new business or expanding product lines with existing and new customers
- Performs other related duties and assignments as required

Qualifications Required

- Must have demonstrated qualifications to plan, organize, staff, report, coordinate, control, identify/mitigate risk, and direct all phases of programs/projects from inception through completion
- Proven track record of managing technical teams to deliver results on-time and on-budget for complex project/program from design and development to delivery
- Strong written and verbal communication skills. Ability to interface with teammates, customers, and management to articulate program status and technical concepts in easily comprehensible terms
- Ability to balance and manage competing priorities and delegate tasks to team members in a fast-paced environment
- Ability to understand technical documentation and create clear and concise written documentation
- Good presentation, problem solving, and leadership skills. Attention to details is essential
- Proficient in MS Office tools, especially MS Project, Word, Excel, Outlook, and Visio

Experienced Desired

- 10+ yrs experience working in the related program management disciplines with at least two years of experience as a Program Manager
- BA/BS (business or engineering preferred), MS/MBA or equivalent desired

- Project Management Professional (PMP) certification is a plus
- Overall knowledge and experience in various aspects of commercial and military simulation
- Knowledge in image generation, databases, and display systems
- Related DoD work experience

Other Requirements

- Commercial and military simulation customer contacts is a plus
- U.S. Citizen and ability to obtain a SECRET or TOP SECRET clearance
- Occasional traveling

Please contact Joy Teeter at (334) 598-1319 or via email at careers@catinet.com for further information.