PROGRAM MANAGER II (ASI)

Department: Program Management Office
Location: Orlando, FL, USA
Status: Full-time
Date Posted: 01/28/2020

Are you interested in joining an organization that:

- Has over 30 years of experience providing innovative software simulation solutions in the Air Traffic Management (ATM) and Air Traffic Control (ATC) fields?
- Provides products and services to governments, colleges and universities, and defense and civilian ATC agencies worldwide?
- Offers a pay-for-performance compensation structure, tuition reimbursement, and access to various professional development opportunities?
- Has work/life balance programs in place and offers a holistic benefits package that is fully customizable based on your specific needs?

If this sounds interesting to you, continue reading about our job vacancy below.

The **Program Manager II** oversees the delivery of large, complex technology programs. Typically, these large-scale efforts are comprised of parallel projects that include Software Development, Technology Infrastructure, Systems Installation, Business Process Engineering and an analysis of Adacel's functional capabilities. During the program lifecycle, the Program Manager II is responsible and accountable for the program planning and execution, as well as its governance and performance.

Duties and Responsibilities:

- Ensures that programs are aligned with organizational strategy, risk levels are acceptable to the organization, best practices are followed including efficient resource utilization, effective decision making, appropriate accountability and stakeholder engagement.
- Participates in the proposal process, budget development, identification of project costs, resource allocation, project schedule, and risk identification and assessment.
- Establishes and follows program governance.
- Develops cross-functional program plans, and monitors and ensures the development, tracking and execution of all deliverables within the plan.
- Reviews program inter-dependencies and risks, and proactively manages them to resolution and/or mitigation with the assistance of functional leaders throughout the program life cycle.
- Supports overall financial direction of the program which includes the development of the budgets, controls, and measurements to monitor project progress and perform regular cost and schedule variance analyses.
- Develops and implements corrective action plans when deviations from budget, schedule, and/or performance plans are identified.
- Establishes and maintains appropriate business relationships on assigned programs with customer representatives and program participants, and acts as the primary point of contact for the customer.
- Holds direct responsibility for program performance, customer satisfaction, growth and profitability for all assigned customers and programs.

The duties, responsibilities, and qualifications noted in this job posting were derived from Adacel's Program Manager II job description dated July 1, 2017.

- Provides timely and concise communication to functional and executive leadership regarding program status, recommendation on risk management strategy and pending issues.
- Coordinates with the Director, Contracts on issues pertaining to contract requirements, changes, and interpretations.
- Develops and implements plans and schedules to execute contracts/subcontracts.
- Prepares for and participates in contract/subcontract negotiations.
- Determines how financial resources will be used from the budget to achieve various objectives.
- Performs other duties as assigned by Supervisor.

Required Qualifications:
- Bachelor's degree in Business Administration, Program Management, Engineering, Computer Science or a related field.
- Previous successful project/program management experience in positions of increasing responsibility.
- Ability to manage direct and matrix staff with various skillsets.
- Successful experience in leading people towards contributing to a vision.
- Previous experience managing various contract types, including fixed price and cost reimbursement types.
- Ability to manage projects involving large Software Development efforts.
- Ability to define and manage departmental budgets up to 2,000,000$ ($2,000,000).
- Experience working within ISO and CMMI level 3 processes and procedures.
- Excellent verbal and written communication skills.
- Ability to demonstrate leadership and team building capability within a matrix organization.
- Excellent strategic planning, organization, decision making, leadership and presentation skills.
- Exceptional attention to detail, deadline-oriented and willingness to work with a team.
- Ability to work autonomously with limited guidance and instructions.
- Knowledge of Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.

Desired Qualifications:
- Master's degree in Business Administration, Program Management, Engineering, Computer Science or a related field.
- 12 years of successful project/program management experience in positions of increasing responsibility.
- Previous experience managing complex aerospace/defense programs as a prime or sub-contractor to a domestic or foreign military organization, with multiple goals of schedule, cost and quality.
- Knowledge of domain-specific topics such as software development, system integration, ATM, simulation, and speech recognition.
- Extensive knowledge of PMI principles and guidelines.
- PMP and/or Scrum Master certification(s).
- Bilingual in French and English.

How to Apply:
- You may apply by sending a copy of your resume to careers@adacel.com.

Adacel Systems, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

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