

# PROGRAM MANAGER I

Location: Orlando, Florida, US

Job Status: Full Time

Date Posted: 10/02/2023

## Position Summary:

The Program Manager I oversees the delivery of various technology programs. Typically, these 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 I is responsible and accountable for the program planning and execution, as well as its governance and performance.

## Essential 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.
- 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.

## Supervisory Responsibilities:

- None.

## Competencies:

- **Planning & Organization:** Develops work plans; specifies tasks to be carried out and key steps; allocates and uses resources effectively; ensures that all the required resources are in place.
- **Client Orientation:** Is attentive to client needs and understands how they may change; proposes products and services that are in keeping with client expectations; tries to be proactive in adjusting products or services.
- **Networking:** Establishes formal and informal contacts to facilitate the attainment of objectives; builds relationships with key people in his external environment; uses networks as a source of information and support.
- **Monitoring & Control:** Ensures that regulations, policies and procedures are applied; oversees progress for operations and the advancement of work; performs the necessary follow-ups.
- **Time and Priority Management:** Uses time efficiently; properly determines priorities; remains focused on more urgent and important tasks; knows what to put aside without compromising results.

## Qualifications:

### Required

- 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 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 medium Software Development efforts.
- Ability to define and manage project budgets up to 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 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

- Master's degree in Business Administration, Program Management, Engineering, Computer Science or a related field.
- 6 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.
- PMP and/or Scrum Master certification(s).
- Bilingual in French and English.

## Other Qualifications:

- Ability to adhere to Adacel's Drug Free Workplace Policy.
- Ability to pass an Adacel background check while employed.
- Ability to travel up to 10% annually.
- Must currently have or have the ability to obtain a U.S./Canadian passport.
- Must be able to pass an FAA background check, if necessary.

## Physical Requirements:

- Minimal physical effort (e.g. lifting, pushing and moving heavy objects).
- Occasional lifting – less than 25 lbs.
- Repetitive wrist, hand, and finger movement.

## Work Environment:

- Alternative work schedules (9/80 or 4/10).
- Normal office environment.
- Occasional airline and car travel.
- Typically sitting at a desk.
- May be required to work after hours and/or on weekends.

## Benefits:

- Hybrid teleworking environment.
- Paid vacation and sick time.
- 401K plan.
- Healthcare.

## How to Apply:

- You may apply by accessing the following link: [\[Click Here\]](#)

## About Adacel:

Established in 1987, Adacel is a publicly traded company listed on the ASX. The company plays a significant role in global air space safety. A world-leader in its industry, Adacel applies cutting-edge technologies to develop advanced air traffic control simulation and training systems and state-of-the art air traffic management solutions. Adacel's customers include international air navigation service providers (ANSPs), military, defense & security organizations, universities, and airport authorities. More than 21% of the world's airspace is managed with Adacel's Aurora ATM software. MaxSim Tower Simulator and Training systems lead the industry with the highest number of installations worldwide. MaxSim is also the first ATC simulation system in the world to deliver Virtual and Mixed Reality training capabilities into the classroom. Adacel's latest flagship system, REVAL, a digital Air Traffic Control (ATC) tower system delivers a wide spectrum of digital tower operational solutions, from consulting services to system design, development, deployment, and support. For more information, please visit [adacel.com](http://adacel.com).

Adacel Technical Services, 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, and protected veteran status. color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

## Disclaimer:

This job description reflects management's assignment of essential duties and responsibilities. It does not restrict the duties and responsibilities that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities. If this job has a travel requirement, note that the frequency of travel may increase at any time due to adjustments in Adacel's business needs.