



Requisition Number: 119
Position: Program Manager
Location: White Sands Missile Range
Career Level: Senior
Travel Percentage: <25%
Type of Position: Contingent Hire
Relocation Available: No
ITAR: US Citizen Required
Security Clearance: DoD Secret Clearance

About Our Company

Pugh Associates is a Veteran Owned Small Business, headquartered in St. Petersburg, Florida, providing quality Technical and Programmatic Solutions to our Government and Industry customers. Our dedicated staff prides themselves as the Subject Matter Experts in Ship Design, System Engineering, Test & Evaluation, Combat Systems Alignment, Integrated Logistic Support and Combat System Simulation. Pugh Associates is a great place to work and our team is inspired to provide our warfighters with the tools to defeat threats!

Functional Responsibilities

The Program Manager is responsible for support, development, and guidance of the Project Engineering Team. Responsibilities include providing resources and support ensuring the Project Timeline is accomplished successfully.

Description of Duties

The Program Manager will be 100% on site at the Government's facility and will be the single point of contact responsible for daily interface and execution of the Task Order. The Program Manager will establish a Project Baseline and Schedule identifying responsibilities and actions. Responsibilities include:

- Single point of contact for the team and phasing in new employees
- Responsible for all personnel assignments and actions
- Single point of contact for all contract services and executing all contract requirements
- Responsible for meeting or exceeding all contract milestones and schedules
- Responsible for all financial and administrative activities and requirements

- Shall identify operational requirements, provide recommendations for corrective actions, and represent the contractor in all relations with Naval Surface Warfare Center (NSWC) Port Hueneme Detachment (PHD) White Sands (WS)
- Responsible for the development and implementation of the Risk Management Plan
- Conduct regular risk management sessions with the Project Team to update the Risk Register
- Provide monthly Contractor Status and Progress Report

Minimum Education and Experience:

- BA/BS and 15+ years of related experience or MS with 13+ years of related experience
- 10+ years Task Order/IDIQ/PMO program management experience or managing multiple contract awards under a business program
- High degree of ethics and strong core values
- Exceptional oral communication and formal presentation skills and a demonstrated ability to establish excellent internal and external customer relationships
- Ability to work both independently and as a member of team with initiative, creativity, and innovation
- Strong writing skills
- Excellent program/project management skills and experience managing subcontractors
- High level of business and financial acumen, with proven ability to manage scope and budget
- Exceptional management and leadership skills and ability to communicate in a clear and concise manner
- Strong interpersonal and presentation skills for interacting with team members and prospective clients
- Working knowledge of government contracting and contracts administration
- PMP, Agile, ITIL or other related Certifications
- Expertise and knowledge in the entire development system life cycle, to include Operations and Maintenance (O&M)
- Strong track record of understanding and interest in current and emerging technologies

Required Skills and Certifications:

- DoD Secret Clearance or ability to obtain an Interim Secret Clearance within 90 days of signing the contingent hire offer letter
- As a condition of continued employment, you must maintain an active security clearance

Other required skills/experience:

- Previous experience in project management is a plus
- Your resume/cv accepted by our customer
- Proficient in MS Office Word, Outlook, Excel, Access, and Power Point

- Strong attention to detail with organizational and problem-solving skills
- Ability to interface constructively with US Government and Industry teammates
- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently and pro-actively in providing high quality services

Pugh Associates is an Equal Opportunity Employer and provides opportunities without regard to race, color, religion, gender (including identity or expression), national origin, age, disability, marital status, veteran status, sexual orientation, or genetic information.

Visit www.pughassociates.com for other exciting career opportunities!

Submit your resume to dawn@pughassociates.com