

Job Title:	Sr. Program Manager	Job Category:	Professional
Location:	Rockville, MD	Travel Required:	Some
Level/Salary Range:	Management	Position Type:	Full-time Exempt
HR Contact:	Susan Shelley	Date posted:	10/7/09
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled
Applications Accepted By:			
Fax or E-mail: (301) 309-8314 or recruiter@themccgroup.com Subject Line: Sr. Program Manager Attention: [Recruiting or HR Department RE: Senior PM Position]		Mail: The McConnell Group Attn: Human Resources 1901 Research Blvd., Suite 502 Rockville, MD 20850	
Job Description			
<p>Job Purpose: This position will provide oversight for the proposal and business development activities for the Project Managers.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Manage other TMG Project Managers, providing direction and oversight for guiding project management principles in accordance Defense Acquisition and PMBOK standards • Ensure proper capture management techniques for recompetete efforts and new business development • Provide technical knowledge to staff to include guidance and directions of work • Training and development • Review task order funding and invoices. • Responsible for management of ALL programs through management of PM staff. • Ensure prompt payment from accounting offices. • Develop in-depth understanding of TMG contract vehicles. • Responsible for managing relatively complex programs; supervises assigned staff; performs additional duties as assigned. • Develop and foster relationships with customers, potential customers, subcontractors, and consultants. • Develops internal policies and procedures associated with project management. • Identify and hire employees to fulfill task order requirements. • Provide guidance to TMG site managers on financial, administrative, and contractual management of projects. <p>Skills/Qualifications</p> <ul style="list-style-type: none"> • 15 years of experience, with 7-10 years of project management experience, to include management of other project management staff • BS Degree in a technology, sciences, or business related field • M.B.A or M.S. degree in a related field preferred • Experience dealing with direct reports (>20 employees) and knowledge of government programs • Must have experience in managing a diverse staff with a variety of skills sets, and be open to taking on a variety of projects outside the scope of their education or experience as they arise. • Experience developing and monitoring budgets, administrative management, and contracting 			