

Senior Program Manager Roles and Responsibilities

Provide overall program management for the USDA OCIO International Technology Services Program Management and Technical Support contract, including planning team leaders' assignments, preparing client and internal status reports, monitoring and tracking progress, securing and developing the appropriate staff to perform the work, and coordinating with Project Accountants and other assigned personnel to control and report program and project financials.

Act as primary liaison between the USDA OCIO and manages subcontracts.

Explore opportunities for providing additional support to OCIO and USDA. This individual's responsibility will be to provide primary client interface for determining client requirements and translating them into programmatic requirements. Individual will be responsible for communicating with the client concerning progress; must have strong interpersonal and client relationship skills.

The Senior Program Manager:

- Provides oversight and leadership for financial management aspects of client operations in compliance with applicable accounting, budgeting and internal control policies, requirements and standards.
- Formulates budgetary requirements to support business strategic needs and coordinates integration into client's operational plans and activities.
- Provides leadership for client organization's budget justification and presentation through the appropriation passage process, including Congressional Explanatory Notes, Quarterly Reports, Congressional Q&As.
- Works with the client and business development/ marketing entities to expand the corporate presence at USDA and other federal agencies/ departments.
- Provides leadership in hiring, salary administration, budget and revenue.

Background and Experience: (including education, skills, work activities)

Candidate must be experienced in, or have working knowledge of, various aspects of a federal program management environment, in particular OCIO – level activities, and have intimate knowledge of USDA working capital fund and cost-reimbursable organizations.

Candidate must be experienced in gathering client requirements, managing client expectations, and interacting with senior managers. Also, will require strong organizational and communication skills.

Candidate must be able to work with little supervision and direction and work directly with the client.

(a) Minimum required:

Bachelor's degree from four-year college and fifteen or more years related experience and/or training; or equivalent combination of education and experience. Prior program management experience with the USDA is required.

(b) Desired:

Project Management Institute certification (PMP or PgMP).

The candidate must be able to develop solutions to problems using ingenuity and creativity. Candidate should have strong written and oral communication skills as well as experience in coordinating client activities.



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