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# Example of Configuration Manager Job Description

Our growing company is looking for a configuration manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for configuration manager

* Understand basic concepts
* Assist in defining and implementing hardware and software configuration management processes and procedures
* Provide comprehensive system-level configuration management experience which will identify, document, and enhance the program-wide processes and written documentation for all items under configuration control (architecture, COTS, GOTS, FOSS, developed code)
* Analyze the current system structure and organizational needs and identify the most appropriate and beneficial way to manage each component (shared network drive, existing Agile tool, Wiki page)
* Auditing and assessing contractors and suppliers to ensure processes, systems and deliverables meet our high standards customer requirements
* Participating in the core program/product line team
* Participating in the analysis of contract requirements with respect to Configuration Management in the bid phase
* Managing the defined baseline and customer Configuration Management related requirements for a program/product line
* Establishing, implementing and maintaining a Configuration Management Plan for the programs/product lines
* Develop design configuration management plans to manage the integration of the design between technical leads and suppliers and ensure the effective implementation of these plans for the Technical Directorate

## Qualifications for configuration manager

* Must possess high levels of self-motivation
* Strong team work & multi-tasking skills
* Able to analyze, and prioritize
* An enthusiastic, assertive and flexible approach with an ability to lead and motivate team
* Adaptable nature and ability to function in change management culture
* BS degree in Computer Science or similar