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# Example of Configuration Manager Job Description

Our 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

* Perform required smoke tests before providing go-ahead to QA team
* Deployment of actual builds and address any resultant issues, work closely with developers
* Build scripts, deployments, smoke test cases, Installation and Configuration Manuals, deployment calendar planning and tracking
* Overall responsibility for the change management and configuration control process embedded in our software development life cycle
* Participation in platform and project Technical Review Boards
* Manage direct reports in the Engineering Technical Documentation Group which includes technical writers, BOM processing, drawing workflow, MRP/ERP integration, , and create associated metrics for management’s review
* Ensure compatibility between products for CAD and PDLM throughout all of ITT Control
* Evaluate engineering documentation processes and provide recommendations for improvement
* Create and maintain the program level configuration management plan and processes
* Maintain configuration control over all production environment assets

## Qualifications for configuration manager

* Promote a Configuration Management culture that will ensure product attributes are defined
* Promote a Configuration Management process to ensure that product configuration is documented and a known basis for making changes is established
* Ensure that Products are labelled and correlated with their associated requirements, design and product information
* Ensure that proposed changes are identified and evaluated for their impact prior to making design decisions
* Ensure that change activity is managed using defined processes
* All candidates must be Australian citizens and eligible for a Defence Security Clearance