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# Example of Mgr Programs Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of mgr programs. 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 mgr programs

* Work closely with agencies and third party writers Corporate, Solutions and other marketing groups to develop new offers, content and sales tools (print, web, multimedia, ) to support integrated campaigns
* Act as the primary interface to prime contractor and to Air Force customer
* Liaison between the GMD DSC Program Director and Harris Program Manager
* Provide technical guidance to Harris in the areas of product development, systems engineering, logistics, and operations and maintenance (O&S)
* Resolve resource conflicts between the Harris development and O&S organizations
* Understand the DSC Statement of Work (SOW) and translate it to the Harris Subcontract Statement of Work (SSOW)
* Maintain the Harris SSOW and update it with each negotiated Contract Change Proposal (CCP) and Task Instruction Statement of Work (SOW)
* Chair Program Management Reviews (PMRs) with Harris on a quarterly basis as a minimum
* Establish an Award Fee Plan and payment schedule for the Harris subcontract and update it with each incremental change to the Harris subcontract value
* Generate Purchase Requests (PRs) to change contract value by coordinating with the DSC Business Office and the Subcontracts Administrator

## Qualifications for mgr programs

* Ability to develop and execute demand generation programs which result in demonstrable ROI and revenue generation
* Experience in the ITSM, Workload Automation markets a plus
* Experience in software development for payload management software
* Bachelor’s or Master’s degree in STEM related field
* Knowledge of managed care principals and processes and familiarity with multiple reimbursement methodologies, including claims processing
* Comprehensive knowledge of assigned program, officials, managers, customers and stakeholders