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# Example of Program Manager, Lead Job Description

Our company is growing rapidly and is hiring for a program manager, lead. 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 program manager, lead

* Actively identifies any issues or risks associated with a project, escalating them and possibly implementing mitigation strategies for risk prevention and timely resolution
* Meets scheduled milestones to ensure project objectives are met in a timely manner and has in-depth knowledge of the principals, theories, practices and techniques for managing the activities related to planning, managing and implementing infrastructure projects
* Creates project plans and teamwork assignments, identifies resource needs, directs daily work efforts, and tracks key project milestones
* Lead stakeholder engagement and technical / analytical support activities
* Apply knowledge of public safety communications technologies and trends such as Land Mobile Radio (LMR) and LMR/Long Term Evolution (LTE) interoperability, NG-911 engineering, and FirstNet to provide recommendations into the specific emergency communications technology areas of focus
* Provide leadership into meeting design for stakeholder meetings and working groups, including optimizing representation from appropriate subject matter experts
* Collaborate with emergency communications and NS/EP initiatives across OEC as directed by the client
* Drive Governance across all clients and teams that handle/interact with Office 365 customer data to meet the access control promise
* Become a subject matter expert on secure access and work to significantly enhance Office 365 security profile
* Planning, development and keep current, a resource loaded Integrated Portfolio Schedule, cross reference Systems Integrator and vendor progress claims

## Qualifications for program manager, lead

* 6+ years engineering program management experience
* Successful track record of designing platform architecture and engineering solutions (preferably with cloud integration)
* Operating system or driver development background preferred
* Makers at the GS
* 15 or SES level within both the metropolitan Washington, DC environment and the bicoastal Naval Undersea Warfare Center commands
* Ability to work with customers or partners and harness product requirements