Downloaded from <https://www.velvetjobs.com/job-descriptions/technology-program-manager>

# Example of Technology Program Manager Job Description

Our growing company is hiring for a technology program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for technology program manager

* Presents demos, status updates and risk/mitigation strategies and communicates down the pyramid through VP level
* Creates, evolves & communicates capability requirements that form cohesive plans that align to a multi-year strategy
* Applies experience technical, functional and customer expertise to define the technical components of a multi-year capability roadmap
* Manages prioritization of business needs, defines the technical components of capability roadmap and project scope, and owns process definition and maintenance
* Influences stakeholder expectations through direct relationships
* Identifies issues/changes and independently drives solutions
* Successfully manages resource planning and a large team budget, accurately forecasting 6 months ahead and explaining variances
* Acts as a mentor to others on team as asked
* Uses data to drive capability/process enhancements and shape the program/future programs
* Determines what data is needed to inform on system health and effectiveness

## Qualifications for technology program manager

* Solid experience with analytical tool development
* Ability to develop communication plans and interfaces to execute on responsibilities
* Good working knowledge of of these Finance Operations domains - Accounts Payable, Accounts Receivable, Accounting and Payroll
* Microsoft Office products (Excel, PowerPoint, Word, Visio, and MS Project), AutoCAD, and statistical analysis tools (JMP or Minitab, SAS, SPSS, R)
* A minimum of ten (10) years of software development experience desired
* Experience designing, developing and supporting customer facing, high-volume, mission critical applications required