**JOB DESCRIPTION**

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| *For Human Resource Use Only:* |
| **Job Title:** | *Project Manager* |
| **Position Classification:** | *Exempt* |
| **Position Type:** | *Full-time* |
| **Reports To:** | *PM* |
| **Location:** | *Silver Spring, MD* |
| **Contract:** | *NOAA* |
| **Security Requirements:** | *Security clearance preferred* |
| **Education Requirements:** | *Bachelor’s degree preferred* |
| **Years of Experience:** | *Ten+ years of experience; supervisory experience required* |

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| *For Advertisement:* |
| **Job purpose**Project Manager will oversee all aspects of the project. Effective leader directing program team in the planning, development, execution, and assessment of the program.**Duties and responsibilities*** Provide program and project management support for Advanced Weather Interactive Processing System program and associated projects.
* Assist in the preparation of spend plans, draft statements of work and memorandums of understanding to facilitate the execution of current year funding provided to the program.
* Coordinate the activities of the NOAA participants and contractors supporting the program.
* Track progress against the established spend plan by the program office and supporting organizations and develop corrective action plans to remedy any identified discrepancies. Link progress to Program budget and expenditure information to facilitate Earned Value Management type program performance metrics
* Assist the program budget analysts in the preparation of presentations, documentation and recommendations through all phases of the federal budget cycle (i.e. budget formulation, presentation and execution) as they relate to the program. Specifically, these data and activities will include funding availability (amounts and types), budget formulation activities, available budget authority time frames and uses, trends in the obligation and/or expenditures of funds and the accuracy of resource requirement estimates submitted by project managers.
* Revise and update travel plan and planned obligations to account for changing allocations and unplanned cost.
* Develop draft impact statements and mitigation plans for budget changes.
* Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project.
* Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources.

**Qualifications*** Possess at least ten years of experience in a related field; with five years of supervisory experience.
* Bachelor’s degree in a related field required.
* NOAA experience preferred.
* Experience executing PM activities (e.g., cost, schedule, Customer engagement etc.)
* Strong written and verbal communications.
* Strong organizational and time management skills.
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| Approved By: |  |
| Date Approved: |  |
| Reviewed: |  |