



Department: **Engineering**

Managed By: **Engineering Manager**

Job Title: **Sr. Program Manager**

The Sr. Program Manager role is multi-faceted with strong interaction across multiple Engineering disciplines including Systems, Electrical, Mechanical, and Software design teams as well as Manufacturing, Repair, Design, and Quality functions within the broader organization in support of multiple concurrent projects. It is essential that the candidate has significant customer interfacing and presentation skills and desirable to have electronic systems background.

Key Responsibilities:

In this role the incumbent's responsibilities will include, but not be limited to:

1. **Planning:** Develop plans, schedules, and budgets and identify resources required on assigned programs or projects. Identify risk areas and develop contingency plans to eliminate or mitigate risk that could result in schedule delays or failure to meet technical specification or schedule requirements.
2. **Management:** Coordinate the activities of Engineering, Materials, Manufacturing, Quality Assurance and other personnel to ensure that all technical and delivery requirements expected by our customers are met on assigned programs or projects.
3. **Communication:** Interface with customers on matters such as program issues, schedules, and budgets. Coordinate all correspondence with appropriate AI personnel (e.g. President, Engineering, Sales, etc.) and in a way that maintains our customer's confidence in AI.
4. **Production:** Monitor and manage all production deliverables assigned to engineering and ensure timely delivery of products. Work with appropriate engineering staff to ensure products are released from Engineering to Manufacturing in a timely manner.
5. **Budget:** Manage the opening, execution, and closing of engineering budgets in a way consistent with AI's accounting systems, with the goal of ensuring costs are gathered accurately on each engineering project.
6. **Continuous Improvement:** Take the initiative to research, develop, propose, evaluate and/or implement new methods, processes, procedures, or tools that would improve the quality, timeliness, or cost effectiveness of products or services provided to AI's customers.

Requirements:

The successful candidate will have a background which includes the following demonstrable experience, skills and education:

1. B.S. in a related technical field required; M.S. (or advanced technical or business degree) preferred
2. A minimum of 10 years of related technical and/or management experience
3. PMP certification preferred
4. Demonstrated leadership, managerial, and organizational skills



5. Demonstrated ability to develop, articulate, and present technical or business information appropriately to targeted audience (including technical and non-technical) and at all business levels in written, verbal, and presentation forms.
6. Travel is required, estimated at up to 10% in support of customer meetings, design reviews, and potential work with our other business unit in Tempe, AZ
7. Design background in power electronics, including power supplies, magnetics, and control theory, is desired.

Authorities:

Ensure compliance with applicable processes and procedures during the course of daily job function

Physical Demands:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, reach with arms and hands, climb stairs, stoop, kneel, crouch, talk or hear. The employee must occasionally lift and/or move up to 30 lbs.

Work Environment:

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time and an air-conditioned and heated office. The noise level is occasionally high.

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Avionic Instruments is an Equal Opportunity Employer and encourages the application of female, minority, disabled and veteran candidates. Due to the potential for exposure to ITAR controlled data, the incumbent in this role must be a US Person (US Citizen or US Permanent Resident). Interested candidates should submit their resume and salary requirements.