



# Program Manager

AlphaSix is looking for a Program Manager (PM) to serve as the project manager for a large, complex task order that is focused on executing a printer and copier migration. The PM will serve as the primary point of contact for the Government management personnel. The PM analyzes and controls schedule, cost, and program resources; identifies resource shortfalls and makes corrective recommendations; is responsible for the overall management of the specific task order and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner.

## Clearance Requirement

Must be a US citizen (Public Trust).

## Location

Washington, DC.

## Roles & Responsibilities

The PM will manage the printer and copier migration project for AlphaSix. The PM will have overall responsibility to organize, plan, schedule, document, implement, control, analyze and report all elements of the contract. The PM will have sufficient corporate authority to direct, execute, and control all elements of the project. The PM, as focal point within AlphaSix, will present and discuss the status of contract activities with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), and/or the OCIO, IT Services (ITS) PM, or any other identified individuals from the customer. Additionally, the PM will participate in ad hoc management meetings, as necessary. Specific responsibilities include the following:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan and work breakdown structure (WBS) to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks

- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation leveraging customer deliverable templates as needed
- Ensure issue management processes and execution

The ideal candidate is a creative problem solver with excellent customer relationship management skills, who has demonstrated experience leading and directing the work of others and ensuring the most effective use of available technology. Also, essential to this role is strong oral and written communication skills and the ability to influence change.

### Required Experience

12 years of experience performing complex functional project activities by providing management and supervision of multiple projects specifically including logistics management leveraging earned value management (EVMS) on performance-based contracts. Demonstrated experience in handling government contracts and vendors/subcontractors.

### Qualifications & Education

**Minimum:** Bachelor's degree in Computer Science, Information Systems Management, Public Administration or a related field, and substantial experience managing complex IT projects that involved working with stakeholders, coordinating the work of others including contractors, and managing/coordinating project resources (financial, staff, and capital) though the use of modern project management tools.

**Substitution:** Additional qualifying experience may substitute for the education requirement on a year-for-year basis.

**Desirable:** Preference will be given to candidates who hold a current PMI Project Management Professional (PMP) Certification, hold a current ITIL certification, and/or who have experience supporting government customers.

### Special Requirements

Applicants should attach a letter of application that describes experience leading and/or supporting project management functions including responsibility for 1) customer/stakeholder relationship management, 2) ensuring projects adhere to organizational standards, and 3) utilizing project management tools and processes to ensure quality and timeliness of complex projects. Familiarity and/or experience managing printer and/or copier migrations and deployments is desired.

### About AlphaSix Corporation

AlphaSix Corporation is a Washington, DC-based small business that provides Federal, state, and local governments with a broad range of IT products, solutions, and services focused on the

convergence of big data and cyber security. At AlphaSix, we pride ourselves in providing a highly energized work environment where our employees are rewarded with competitive compensation packages and excellent benefits. We understand that to attract the top talent in the industry and provide the highest level of satisfaction to our customers, we need to provide an environment that supports our employees in their efforts to fulfill the needs of their clients and allows them to reach their fullest potential. AlphaSix offers a variety of benefits including competitive compensation, health insurance, disability coverage, 401(k) with matching program, paid holidays, and PTO.