

JOB DESCRIPTION

TITLE: Program Manager	STATUS: Exempt
LOCATION:	HOURS: Full Time Regular
REPORTS TO: Principal	SALARY:

About the Firm:

Landmark Consulting LLC., is a program management and disaster recovery services firm founded in 1996. We've set a standard by garnering an outstanding performance history of managing and executing federally-funded disaster recovery programs for municipal agencies, educational institutions and private non-profits, often after a disaster.

Our team of consultants and industry leading professionals has experience with applying for, administering, and managing the following federal programs:

- Federal Emergency Management Agency (FEMA)
 - FEMA Public Assistance (PA) program
 - FEMA Hazard Mitigation Grant Program (HMGP) 404 and 406
 - Pre-Disaster Mitigation Grant Program (PDM)
 - Flood Mitigation Assistance Program (FMA)
- Federal Transportation Agency (FTA)
- Federal Aviation Agency (FAA)
- Community Development Block Grant (CDBG)
- USDA-NRCS Emergency Watershed Protection Program
- USACE Continuing Authorities Program

We are looking for talented professionals to join our team immediately in a fast-paced, challenging environment with a commitment to long-term recovery effort assignments.

The Role:

The Program Manager works cooperatively on a team in the established Program Management Office (PMO), and is responsible for managing and facilitating operations of a federally-funded, program; overseeing all client service, cost control, and project delivery/team management functions for the assigned program.

This is a leadership development role intended to prepare the incumbent for advancement into a position of increased responsibility and ownership of operations and multiple programs in the Atlanta region.

Responsibilities:

- Plans and schedules program efforts to ensure timely and successful closeout of projects, in accordance with relevant standards, contractual requirements, and client needs.
- Serves as the primary customer interface, to ensure effective communication with customers and maximize customer satisfaction.
- Coordinates time, budget, and resources; and delegates tasks across project teams.
- Leads work teams in a continuous improvement environment with quality tools, behaviors, and practices.
- Formulates and enforces work standards, assigns contractor schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, purposes, and goals of the organization to subordinates.
- Coaches and mentors team members to ensure effective project management.
- Trains and directs multi-disciplined technical and administrative personnel – including subcontractors – to resolve engineering, administrative, and field issues.

- Reports key metrics, deliverables status, and project concerns to leadership, including at quarterly business reviews (QBRs).
- Ensures payroll is timely reviewed and posted, billable hours goals are met, and accounts receivables are managed effectively
- Confers with Human Resources to ensure compliance with policies and procedures; and conducts regular performance management activities.
- Recruits and hires qualified candidates.

Required Skills and Competencies:

- Leadership skills – proven ability to successfully manage and motivate team members; ability to work independently in a fast-paced, fluid environment with minimal supervision.
- Business Management skills – demonstrated ability to manage large, capital program initiatives, including budget development and management, conducting quality financial analysis, and preparing reports; ability to effectively problem solve, manage risk, and exercise sound judgment; ability to anticipate concerns, and identify and implement process and operations improvements; maintain a working knowledge of Federal government contracting regulatory and compliance topics; ability to negotiate effectively.
- Time Management skills – must be organized and flexible; ability to maintain composure and effectively manage competing priorities under tight deadlines.
- Collaboration skills – ability to work effectively in a team-oriented environment and successfully collaborate with stakeholders at all levels, across varying disciplines; ability to establish and maintain effective professional relationships, and demonstrate poise, tact, and diplomacy in challenging situations.
- Communication skills – ability to communicate effectively, both verbal and written, with stakeholders at all levels, across varying disciplines; ability to present concise, accurate information to leadership and other key personnel.
- Computer skills – advanced Microsoft Office proficiency (Word, Excel, Access, PowerPoint), as well as the demonstrated ability to learn new software and effectively utilize productivity resource tools, including ERP and CRM software (Deltek Vantagepoint experience preferred).
- Confidentiality – must be able to responsibly handle sensitive and confidential information and situations.

Education & Experience:

- Bachelor's degree in Architecture or Engineering.
- 10+ years of professional experience, with extensive experience in disaster recovery (FEMA, DOT, CDBG, FHWA, FAA, etc.) and including Engineering and Program Management experience as the disaster recovery PM or Deputy PM on FEMA disaster recovery projects.
- PMP certification

Conditions of Employment:

- Must be a U.S citizen
- Travel may be required

If interested in this position, please send your resume to HR@landmarkconsultingllc.com