



POSITION ANNOUNCEMENT
Lexington Park, Maryland

Director of Program Management Office (PMO)
Corporate / Compliance

Starting Salary DOE
FLSA: Exempt

Tactical Air Support is Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace / Aviation Company of the Year

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation and is seeking an experienced **Director of Program Management** to join Tactical Air in a newly created division for project/program management.

Tactical Air’s motto is “*We Serve Those Who Serve*” and our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the U.S. and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in a way that provides a meaningful career path.

The Compliance Division supports Tactical Air’s mission by ensuring the highest quality workplace for our employees through the fair and ethical treatment of each other, our business partners, and as corporate citizens while fulfilling U.S. and foreign business, and U.S. government and international trade laws, policies, and regulations. The focus of Compliance is the regular and ongoing development and support of the company’s security program and to provide all stakeholders with superior service to ensure company and customer security requirements are met.

The goal of the Program Management Office is to ensure Tactical Air’s projects and programs are executed across various product lines in a standardized and repeatable manner which maximizes overall effectiveness and profitability. The Director of PMO position is an integral part of an elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is in Tactical Air corporate offices in Lexington Park, Maryland. Located in St. Mary’s County with a population of over 12,000, Lexington Park is home to the Pax River Naval Air Station and offers activities including the arts, local history, a variety of restaurants, and area parks. Check out <https://livability.com/md/lexington-park> for more information.

The ideal candidate for the Director position will be highly experienced, professional, disciplined, team-oriented, and responsive to the needs of the company, colleagues, and customers. This

position will report to the Chief Compliance Officer and will establish and support standards, methodologies, and tools for project management, maintain up-to-date information on project status and health, and collaborate with leadership across all departments in initiating and managing the programmatic initiatives that Tactical Air undertakes. This is an opportunity to be a change agent and bring excellence to Tactical Air's Portfolio, Program, and Project Management implementation. This position will be responsible for continuous improvement in product and service realization process for new contracts and post-release life-cycle management and will balance development of Program Management policies and procedures with business goals.

The key desirable and preferred requirements for this position include:

- Combination of training, education, and experience in a progressive leadership role in program management.
- Background in large-scale government contracting; background in aerospace/defense industry advantageous.
- Experience with, and executing, federal (DoD) contracts, Other Transaction Authority Agreements, and complying with federal (FAR and DFARS) contract requirements.
- Project Management Professional (PMP), Agile Certified Practitioner, Federal Acquisition Certification (FAC-P/PM), Defense Acquisition University Level III Program Management Certifications or training, or Agile Scrum Master Certification.
- Experience with continuous process improvement systems; Lean Six Sigma Green Belt and/or ISO9000/AS9100 preferred.
- Metrics and results oriented.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Strong presentation skills and ability to influence stakeholders.
- Strong problem-solving skills and ability to find sustainable solutions.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. required, especially initially.
- Ability to obtain U.S. government security clearance.

The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in project management, building solid portfolios, and solving problems, Tactical Air invites you to apply. All applicants must submit a current resume and completed employment application, which may be obtained at <https://tacticalairsupport.com/jobs/>.

This position will remain open until filled.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

Tactical Air is proud to be an EOE AA M/F/Vet/Disability Employer

Tactical Air Support, Inc. Position Description

DIRECTOR, PROGRAM MANAGEMENT OFFICE

Reports to: Chief Compliance Officer
Classification: Exempt
Date: 1 April 2020

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Position Summary

Under general direction the Director of the Program Management Office (PMO) is responsible for overall portfolio, program, and project management; to establish and support standards, methodologies, and tools for project management; to maintain current information on project status and performance; and collaborate with leadership to initiate and manage the programmatic initiatives the company undertakes. This position will ensure continuous improvement in product and service processes for new contracts and post-release life-cycle management and will develop PMO policies and procedures.

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The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the *minimum or preferred requirements to enter the job and capably perform the duties and responsibilities*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- Bachelor's degree in Business Administration, Project Management, or related discipline; advanced degree preferred.
- Proven experience in a progressive leadership role with a minimum of five years' project management experience.
- Equivalent combination of training, education, and experience in a relevant field or industry will be considered in lieu of degree.
- Significant experience in large-scale government contracting to include Program Cost Management, Resource Management, Schedule Management, Risk Management, Quality Management, Financial Modeling and Management, and Traditional Project Management Techniques.
- Experience with, and executing, federal (DoD) contracts, Other Transaction Authority Agreements, and complying with federal (FAR and DFARS) contract requirements.
- PMI Certified Project Management Professional (PMP), PMI Agile Certified Practitioner, Federal Acquisition Certification (FAC-P/PM), Defense Acquisition University (DAU) Level III Program Management Certification or training, or Agile Scrum Master Certification.
- Experience with continuous process improvement systems; Lean Six Sigma Green Belt and/or ISO9000/AS9100 preferred.
- Valid State Driver License.
- Familiarity or experience with federal (DoD) contractors and the aviation/defense industry advantageous.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Oversee and direct overall project management for entire Tactical Air enterprise through coordination of workloads, priorities, and monitoring performance and risks.
- Provide strategic direction on all program and project portfolios.
- Lead the design and implementation of common project management methodology, standards, and tools.
- Prepare and provide status reports of projects in order to drive and facilitate the successful delivery of projects; ensure quality service is delivered in a timely, cost effective, and productive manner; and to support business goals and objectives.
- Provide mentorship, guidance, and assistance to project management team to ensure program and project management skills and expertise are properly developed or to determine ongoing professional development needs.
- Develop strong program management policies, processes, hiring, talent management, and succession planning practices.
- Develop PMO metrics/KPIs and deploy tools ensure successful delivery of projects.
- Map and monitor existing processes modify as needed to drive improvements.
- Provide clarity and guidance to program management team to eliminate complexity and ambiguity in projects and to establish goals and expectations for engagement.

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- Prepare and present proposals and progress reports to multiple levels of stakeholders to include executive-level presentations for solutions and business cases as needed.
- Coordinate closely with stakeholders to resolve delivery and execution issues focusing on maximizing value.
- Evaluate validity of cost, scope, schedule, and quality of programs and projects when needed.
- Drive implementation and adherence to a culture of Earned Value Management (EVM).
- Other duties as assigned.*

Knowledge, Skills, and Abilities (KSAs)

- Demonstrated knowledge of program management methods, systems, and tools.
- Knowledgeable Earned Value Management (EVM) techniques.
- Ability to develop and utilize performance measurement tools and provide summary briefings.
- Ability to coordinate with and lead geographically dispersed teams.
- Ability to use program management tools, resources, and digital systems.
- Ability to learn new products and services and to diagnose issues.
- Strong computer skills with ability to utilize various software and applications for creating documents and reports, spreadsheets, presentations, publications; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; and any special computer/software relevant to project management including digital document management systems.
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide clear, concise information to senior leaders and stakeholders (internal and external) in verbal, written, electronic, and other communication or media formats.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper telephone and email practices and etiquette.

Supervisory Responsibility

This position will accomplish department objectives by supervising staff and organizing and monitoring work progress. Supervision of professional and support staff requires effective leadership, team building and creating an environment in which employees are engaged and motivated. Supervisor duties may include, but are not limited to:

- Serve as a coach and mentor and provide ongoing guidance and support to ensure employees receive training, establish goals, and achieve positive performance outcomes.
- Serve as an advocate for the company to ensure employees receive information about policies, programs, and change directives, and to support the organization's culture.
- Serve as an advocate for employees to represent employee requests and opportunities for recognition or advancement to management.
- Utilize expertise of Human Resources for guidance and support in staffing, development, management of personnel policies and records, training and development, performance management, counseling, employee engagement, and organizational development to ensure all activities conform to policies, regulations, and company culture.
- Identify staffing requirements and utilize the company Talent, Retention, and Recruitment Program (TRAP) to recruit, make recommendations for hire, and retain qualified candidates.

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- Develop training plans to ensure employees have the necessary expertise, training, and resources to fulfill their job responsibilities.
- Ensure job descriptions accurately portray the primary responsibilities, qualifications, and terms for each job; set performance standards for tasks and roles of employees; ensure employees have appropriate and realistic job goals.
- Provide continuous and regular feedback about performance; conduct regular performance appraisals in accordance with company policy; develop performance improvement plans to address performance problems.
- Understand and implement company policy regarding employee recognitions, incentives, bonus program, and rewards designed to acknowledge employee performance and accomplishments.
- Be familiar with time and attendance policies to ensure accurate scheduling, completion and approval of timesheets, and compliance with DCAA and contract requirements for time records.
- Be familiar with Drug Testing program and reasonable suspicion.
- Be familiar with current employment regulations, policies, and the application of best practices in managing a diverse, high-performance, talented workforce.

Physical Demands

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Occasional lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, office/safety-conscience environment.
- Occasional aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and electrical shock, or trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Regular evening, weekend, holiday, and overtime work may be required.
- Regular travel to various work sites throughout the U.S. required.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Eligibility for a U.S. government security clearance may be required.

****The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***