

<b>Job Title:</b>	Senior Project Manager	<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Field Staff	<b>Reports To:</b>	MEP Center Director

**Job Summary:** The Senior Program Manager uses their skills, knowledge and ability to develop meaningful “Trusted Advisor” relationships with small to medium sized manufacturing facilities in the immediate five county regions of Onondaga, Madison, Cayuga, Oswego and Cayuga counties. The Senior Project Engineer leads and manages the delivery of appropriate continuous improvement initiatives that allow the clients to grow. In addition to typical field staff responsibilities, the program manager also manages the portfolio of Center formal product offerings, appropriately aligned with Center strategic goals. This includes activities supporting:

- 1) Annual revenue generation to meet the targets reasonably established by management
- 2) Impacts to satisfy NIST MEP, New York State and other stakeholder requirements
- 3) Accomplishment of additional metrics as set by various stakeholders (e.g.: NIST strategic plan)

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

- 20% In the role of “Trusted Advisor,” provides the client’s Senior Management with suggested strategic direction to ensure appropriate, and specific to the business, initiatives are delivered to enhance the continuous improvement and innovation of the business processes.
- 20% Provides marketing and sales activities to develop a client base for future actions.
- 10% Develops and implements short and long-term continuous improvement programs, specific to the client’s needs.
- 5% Prepares materials and delivery supplies as necessary for client deliveries.
- 5% Updates the Client Information database for all client “touches”. Provides input for reporting as required.
- 5% Writes proposals for delivering projects with clients; i.e. continuous improvement initiatives.
- 35% Analyzes and manages portfolio of program offerings that aligns with Center strategies. Identify opportunities for new programs, vet viability (client pull and financial sustainability), develop delivery mechanisms (materials and personnel),

work with Marketing Director to promote and roll out programs.

### **Education and Experience:**

- Bachelor's degree in Business, Engineering, Education or Quality or other related field preferred. Master's degree desirable. Experience may be substituted for field of study.
- Minimum of 7-10 years experience in a manufacturing environment, preferably with some supervisory experience. (Leadership/Management role in manufacturing environment highly desirable.)
- Program Master Certification or equivalent experience desirable.
- Lean/Six Sigma Methodology experience. Hoshin and problem solving experience highly desirable.
- Previous Consulting experience preferred, including internal company consulting.
- Experienced with manufacturing industry equipment and regulations preferred but not required.
- Demonstrated successful team facilitation experience.
- Previous knowledge/experience of Economic Development is highly desirable.

### **Knowledge, Skills and Abilities:**

- Must have strong verbal and written communication skills.
- Strong presentation and "Front-of-the-Room" presence.
- Strong and effective strategic management skills are required, including long range planning, organizing, communicating, influencing, gathering and using information, and motivating a team to achieve results.
- Ability to use, and to teach others how to use, various analytical tools and techniques.
- Demonstrated mentoring skills.
- Strong organizational skills are required.
- Knowledge of federal and state regulations and safety.
- Basic computer skills that include the ability to send/receive email messages, post information to a database or spreadsheet, and perform basic word processing, bookkeeping, and/or data entry. Knowledge of Microsoft outlook/express, Excel and Word and specific program software (such as Mini-tab).

### **Physical and Mental Requirements:**

- Must be able to stand, walk and hear on a constant basis and talk frequently; Repetitive motion of hands and/or wrists; Must be able to reach with arms and/or hands, crouch, bend or kneel.
- Must be able to lift, move, push, pull, or otherwise exert in the performance of the job over 10 lbs and up to 25 lbs.

### **Work Environment**

- At client's facilities, there is sufficient noise to cause employee to shout in order to be heard above the noise level.
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- Works inside where there is heat and protection from weather conditions. May be exposed to extreme heat or cold in some circumstances.

**Disclaimer:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

<b>I acknowledge that I have read this job description and have received a copy for my records.</b>	
<b>Employee Name:</b>	
<b>Date:</b>	

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