

ASPECT AUTOMATION

Position Description

Position Title: Manager of Project Management
Department: Project Management
Reports To: Director of Operations

Primary Objective of Position

The Manager of Project Management is responsible for building and managing an effective project management team. This position is ultimately responsible for the overall execution of the company's project management activities. May serve as Project Manager on critical and extremely large scale projects.

Major Areas of Accountability

1. Department Leadership

- Act as Liaison and provide leadership for the Project Management team. Provide leadership, direction and coaching on project specific tasks as well as individual professional development.
 - Provide strategic direction on projects
 - Provide preliminary scoping, evaluation and feasibility assessment of projects.
 - Selects and facilitates Project Manager(s).
 - Create and maintain staffing plan to support the current and future work demands and project deliverables.
 - In addition to project deployment, responsibilities include career development, performance management, and pay determination and communication.
- Allocates appropriate resources to ensure that projects, enhancements and support is/are completed within committed time, scope and budget.
- Develop Project Management support policies, standards and procedures.
 - Monitors, reviews and evaluates ongoing functional programs and controls by assessing needs and facilitating process improvements, change management and level of quality by identifying and understanding issues, problems and opportunities.
- Manages departmental expenses to operate within budget.
- Demonstrates the ability to adapt to and lead, change, and coach others in the acceptance and support of change.

2. Strategic Leadership

- Provides leadership and works to integrate the department's planning effort with the Company's overall strategic plan.
- Advises Senior Management team about project status and resource planning for delivering strategic business initiatives.
- Provide ongoing reconciliation between long-term goals and short-term objectives.
- Establish and nurture positive relationships with customer organizations.

3. Collaboration and Teamwork.

- Builds cooperation and participation amongst individuals, teams and across functions.
- Creates teams, when appropriate, to address problems and issues. Inspires teamwork to achieve optimum results.
- Encourages the open expression of ideas and the sharing of information in order to solve problems, foster innovation and achieve win-win solutions.
- Delegates, empowers and holds others accountable in order to achieve common goals.

4. Other Duties and Responsibilities as Assigned

Supervisory Responsibility Directly supervises the Project Management Staff.

Essential Qualifications

- Bachelor's degree in Engineering, business administration or related field.
- Project Management Certification
- Minimum 6+ years project management experience with a minimum of 3 years in a management level position.
- Highly organized and able to handle multiple priorities.
- Experienced in process improvement, workflow benchmarking and/or evaluation processes.
- Ability to work in a team environment.
- Requires proven leadership, facilitation, strategic thinking, problem solving, decision making interpersonal, negotiation and analytical thinking skills.
- Broad knowledge of business functions.
- Ability to influence, motivate and lead stakeholders from various departments to meet agreement.
- Broad knowledge base of machine design process, automation applications and technologies.
- Training or work experience in financial analysis or budgeting.
- Must be able to travel, including air travel, occasionally overnight.

Desired Qualifications

- Advanced degree in Engineering or MBA desirable.
- Experience with custom automation equipment.
- Technical writing skills producing clear and unambiguous deliverables.

ADA Requirements

- Sit, grasp and perform keyboarding occasionally.
- Stand, walk, bend and reach occasionally.
- Normal Vision
- Normal Hearing
- Ability to communicate verbally
- Hand-eye coordination for efficient computer operation.