

# Job Description

Title: *Engineering Program Manager*

Cost Ctr: 703-000

Work Location: Addison, TX Position Status:  Full-time  Part-time

Division & Department: Authentix Engineering

Position Reports to: SVP, Engineering

## COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- Teaming and collaboration
- Advancing science and technology - for a better world
- Dedicating ourselves to our clients' success
- Competing and winning in the marketplace

## JOB SUMMARY

The Engineering Program Manager will be responsible for managing new technology development projects for critical key accounts. In addition to strong project management skills, this position requires strong technical abilities and a high degree of ownership. The Engineering Program Manager will work with the various internal engineering teams as well as development partners to deliver projects within scope, budget and schedule tolerances.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Manage all aspects of critical technology development programs
- Ensure effective and efficient delivery of the large, complex projects
- Anticipate resource bottlenecks and provide appropriate escalation management
- Identify, assess, track and mitigate issues and risks on multiple levels. Balance business needs versus technical constraints.
- Drive effective teamwork, communication, collaboration and commitment across the cross-functional engineering teams and development partners
- Provide customer-facing and internal program review updates to stakeholders
- Ensure development projects consider full product life-cycle aspects and coordinate effective turn-over and ramp-up of Production and Support organizations.

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## **KNOWLEDGE, SKILLS AND ABILITIES** [education, certification, experience, general skills]

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Bachelor of Science degree in Electrical, Mechanical, Systems or Computer Engineering
- Technical project management experience, managing large scale projects implementing new technologies
- Technical account management of large customers with complex organizations
- Excellent technical and problem-solving skills
- Strong commitment to customer satisfaction
- Ability to drive action across a matrixed organization
- Effective stakeholder management
- Strong bias for action, ability to work independently (self-starter) and thrive in a fast-paced, deadline-driven work environment
- Excellent written/verbal communication, presentation and listening skills with the ability to present complex technical information in a clear manner appropriate to a variety of audiences
- U.S. DoD security clearance or the ability and willingness to obtain one

## **SPECIAL REQUIREMENTS** [Travel %, language, etc.]

- Approximately 25% [domestic/international] travel required

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Environment: Work is performed primarily in a standard [office/warehouse/lab] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

Physical: Essential functions require sufficient physical ability and mobility to work in an [office/warehouse/lab] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

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## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is “At-Will” and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.