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## Program Manager

DirectViz Solutions, LLC, a high-level strategic consulting services firm that meets mission needs for commercial and government clients, is seeking a full-time Program Manager. This position will be located in Kearneysville, WV and requires a Public Trust or Secret clearance.

### Responsibilities:

- Organize, direct, and manage contracts operation support functions, involving multiple complex and inter-related project tasks.
- Manage teams of contract support personnel at multiple locations.
- Maintain and manage the client interface at the senior levels of the client organization.
- Meet with customer and contractor personnel to formulate and review task plans and deliverable items.
- Ensure conformance with program task schedules and costs.
- Establish and maintain technical and financial reports to show progress of projects to management and customers, organizes and delegates responsibilities to subordinates and oversees the successful completion of all assigned tasks.
- Develop Project Management Plans, Transition Plans, Communication Plans, Schedules, Reports
- Work directly with Government leads to drive innovation within multiple programs

### Qualifications:

#### Secret or Public Trust Clearance

- Master's Degree required
- 8+ years of experience minimum.
- Experience running a program with at least 100 IT or software development personnel
- PMP and/or Agile Certification a plus

#### Required Skills:

- Excellent communication, writing, and interpersonal skills
- Working knowledge of software development concepts