



## SENIOR PROGRAM MANAGER

### NATURE OF WORK

This is professional work responsible for the development, implementation, testing, monitoring, and coordination of contingency emergency preparedness, continuity of operations, and security programs and processes. Work involves planning, implementing, and exercising the programs and procedures related to emergency preparedness, response and recovery, and security. Work in this classification is distinguished from the Program Manager by its level of expertise and complexity of projects. Work is performed under the general direction of the Director.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Serves as senior project manager on a spectrum of assigned projects; assists in the planning, directing, and executing of major departmental projects; assists the Director in performing project management roles for inter-departmental projects.
- Serves as COTR on contracts; directs the activities of vendors, consultants, and personnel that provide services and support.
- Assists the Director in assessing, updating and maintaining a consistent project management methodology within the SAA.
- Manages specific actions and programs during any contingency to include plans for relocation of the Senate to an off-site location.
- Analyzes programs and related evaluations to ascertain deficiencies and develops recommendations for improvement.
- Assists the Director in developing various annual program plans including strategic plans; may work closely with the Director in the coordination and development of the department budget.
- Monitors the progress, milestones, and deliverables of assigned projects; provides performance feedback and recommendations to project leaders.
- Collects and analyzes project status reports to ensure adherence to SAA program management methodologies.
- Assists in preparing status reports for project update meetings with clients.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



## MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in business or public administration, or a related field, and three to five years experience in disaster relief response planning, emergency management/preparedness planning, law enforcement, security operations or program management or supervision; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- **Knowledge of vulnerability assessment, threat analysis, and security assessment in the Legislative Branch.**
- Knowledge of principles and current planning methods for continuity and business recovery operations, and emergency management.
- Knowledge of principles, theories, methods and practices of project management including project budgeting, scheduling, staffing, risk management and requirements analysis.
- Knowledge of sound budgeting and financial management principles, practices, and procedures.
- Ability to develop and implement both short- and long-range project plans.
- Ability to lead project teams and to bring projects to completion on time and within budget.
- Ability to conduct research and prepare analyses and reports.
- Ability to analyze difficult and complex issues and make recommendations for action.
- **Ability to develop effective working relationships with Senate staff, local, state, and federal law enforcement and security agencies.**
- Ability to communicate effectively.

## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a top secret security clearance.

This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.