

# Engineering Management: Associate Manager, Engineering

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Plans and directs the activities of a group of engineers developing complex engineering projects. Must possess extensive knowledge of a specialized engineering field. Provides technical guidance and leadership to subordinate engineers. Develops and conducts work programs in accordance with company's policies, priorities and budget constraints. Manages and/or develops budgets for assigned function or department including operating requirements and equipment and material purchases. Provides technical oversight and assistance to other departments as required.

## **Guidance Given/Assignments Received**

Assignments are received in task-oriented terms. Provides direction to subordinates using established policies and precedents. Work is reviewed for soundness of judgment and overall quality and efficiency.

## **Policy Involvement**

Administers and executes policies and procedures that typically affect individual subordinate employees.

## **Supervisory Relationships**

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

## **Operations Involvement/Direct Work Involvement**

Monitors daily operations of a unit and actively assists or provides direction to subordinates, as required. May perform, especially in staff or professional groups, ongoing operational tasks of organizational units. Monitors work progress on a daily basis and actively assists subordinates.

## **Impact**

Ensures that projects are completed on schedule by following established procedures and schedules. Erroneous decisions or recommendations or failure to achieve results might cause delays in program schedules and result in the allocation of more resources.

## **Liaison**

Majority of liaison is on an internal basis with subordinates and supervisors at equivalent level or one level higher. Liaison normally involves specific phases of a project or operation. External contacts are infrequent and involve routine matters.

## **Scope**

Responsible for managing programs that are of relatively low risk and complexity or are part of a larger program. Ensures that all required resources such as engineering, production and computer time are available for the program. May serve as customer contact for program information. Ensures product and customer service quality. May be responsible for profit and loss, development of current customer base and/or for new customers.

## **Minimum Education and Experience**

5+ years of technical program-related experience in a government contracting environment with BS Degree in Engineering, Science or a related technical field. Specialized experience in the management of technical personnel and programs that includes three years of supervisory or lead experience.