

**Position: Site Manager – Albuquerque, NM**

**Assignment Levels: Manager**

**Clearance Level: Top Secret - SCI Location: Albuquerque, NM**

**Start: Upon Contract Award**

**TOP SECRET/SCI SECURITY CLEARANCE IS REQUIRED. APPLICANTS MUST ALREADY HAVE ACTIVE CLEARANCE.**

**Role and Responsibilities**

- Manage a diverse IT workforce consisting of ~ 100+ IT and networking professionals providing 24/7/365 communications support/C4 Services for a US Air Force customer at Kirtland AFB, NM with 21,000 users and 50+ tenant organizations.. Primary services include voice communications and data networks, Non-Secure Internet Protocol Router Network (NIPRNet), Secret Internet Protocol Router Network (SIPRNet), Defense Research and Engineering Network (DREN), and Joint Worldwide Intelligence Communication Systems (JWICS). In addition, other services include Video Teleconference (VTC) infrastructure maintenance, the Kirtland Metro Ethernet Transport System (KMETS) Synchronous Optical Network (SONET) Ring, base technical control facility and call center management.
- Plan, direct, and coordinate a cross-functional team's activities to manage and implement project and/or interrelated projects from contract/proposal initiation to final operational stage. Determine, monitor, and review all project/program economics to include costs, operational budgets, staffing requirements, sub-contractors, resources and risk. Identify and assemble the appropriate blend of resources to meet project/program needs and requirements; including sub-contractor selection.
- Plan, schedule, monitor, and report on activities related to the project/program. Lead the project/program team(s) in determining client requirements and translating requirements into operational plans. Ensure adherence to legally binding requirements and client's long-term goals. Facilitate status review meetings among project team members and clients.
- Mentor and train the customer and/or vendor in project management methods, procedures, and activities. Control project/program requirements, scope, and change management issues. Coach and counsel members of cross-functional teams to accomplish project/program goals, to meet established schedules, and resolve technical/operational issues.
- Oversee day-to-day contractor operations, and build/adjust work schedules to align with mission requirements to meet or exceed customer expectations. Brief customer on project activities, outages, fix/restoral actions, and risk mitigation plans. Must be self motivated and able to excel in a dynamic and demanding working environment, requiring highly tuned time management and multitasking skills. Build and maintain a trusting relationship with customers and employees.
- Process and track customer requirements, engineer solutions and manage project implementation IAW AF instructions and technical orders. Develop/Manage a Master Integrated Schedule, tracking milestones, major projects, deliverables, and completion dates.

**Qualifications and Education Requirements:**

Bachelor's degree in Engineering or Business Management and 10+ years of information technology experience in a managing a base- level or equivalent C4 support organization including 5 years demonstrated expertise in Project Management, Risk Management, and Air Force Emergency Management (AFEM) procedures. Possess a TS/SCI security clearance.

**Preferred Skills:**

- Possess industry certifications, such as DoD 8570 IAT-2 certification, ITIL Foundation V3, and Project Management Professional (PMP).
- Familiarity with military organizations, protocols, procedures, and processes, and working knowledge of addressing issues/concerns using the chain-of-command.
- Air Force experience preferred
- Working knowledge of Microsoft Project.

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