# Tyonek logo-stackedTyonek Services Group, Inc

### Job Description Form

| Division/Department | | **TSG** | | | |
| --- | --- | --- | --- | --- | --- |
| Location | | **Madison, AL** | | | |
| Job Title | | **Aviation Program Manager** | | | |
| Reports to | | **Paul Stein** | | Title | **Vice President** |
| Level/Grade  (if applicable) | | **N/A** | Type of position:  Full-time  Part-time  Contractor  Intern / Temporary | Hours 40 / week  Salary  Exempt  Hourly  Nonexempt | |
| General Description | | | | | |
| * Manages aviation related programs to ensure cost, schedule, and performance parameters are maintained. Must be knowledgeable of the Federal Acquisition Regulations (FAR), Department of Defense (DoD), Federal Aviation Administration (FAA) regulations, requirements, policies/procedures, cost/scheduling estimating, systems disciplines and engineering specifications. | | | | | |
| Duties | | | | | |
| * Must be knowledgeable of overall organization, direction and requirements of the contract efforts from proposal to product delivery. * Experience in interfacing directly with the government designated representatives and supervising various task order activities is also required. * Provides supervision/management of the activities and staff as required. * Responsible for overall program performance within budgetary and schedule guidelines for all contracts. * Identifies and recommends objectives and scope of technical projects and communicates goals, scope, approach and schedules to assigned personnel. * Coordinates the efforts of the functional departments, as required, to ensure that the programs are conducted in accordance with the requirements of sales orders and budgets. Interfaces with customers on schedules, meetings, and problems. Keeps the customer informed on the program status. * Establishes budgets and forecasts manpower. * Considerable flexibility of methods required to meet program goals. * Understanding interdepartmental functions is essential to ensure that program schedules and objectives are met. * Originality and initiative are important as well as the ability to work under unusual or extreme pressures. * Other Duties as Assigned | | | | | |
| education/Experience requirements | | | | | |
| * Bachelor's degree in technical area of academic study from an accredited college or university desired * Minimum of 10 years' experience related to aviation related programs. * At least 5 years' experience interpreting contract actions, modifications and resolving complex programmatic issues related to SOW. * Working knowledge of ERP systems. * Working knowledge of Microsoft Office to include Excel, Word, Outlook, etc. * We maintain a drug-free workplace and perform post offer, pre-employment substance abuse testing | | | | | |
| Physical requirements | | | | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.  * Must be able to walk or stand on level and/or inclined surfaces and sit for extended periods of time. * Must be able to routinely climb / descend stairs. * On occasion must be able to lift 25 pounds. * Must be able to routinely grasp or handle objects, use finger dexterity, bend elbows / knees, and reach above / below shoulders. * Works in a normal office environment with controlled temperature and lighting conditions | | | | | |
| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA | | | | | |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law. | | | | | |
| Reviewed by |  | | | Title |  |
| Approved by |  | | | Title |  |