

Program Manager

Job Description Form

Job title: Program Manager

Division/Department: ** SMB ** LOCAL GOVT ** STATE GOVT ** FED GOVT

Location: **San Francisco/Bay Area **Greater Washington, DCWorldwide**

Reports to: Principal Consultant

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours 40/week

- Exempt
- Nonexempt

General Description:

Immediate full time employment (Maryland, DC region). Candidate will work with staff and Subject Matter Experts to manage and deliver various Cloud Computing project goals. A broad understanding of Cloud Computing technologies is mandatory; network topology and bandwidth knowledge expected; knowledge of Internet protocols, Windows Operating Systems, UNIX/Linux Operating Systems, Open Source technology, hypervisors, storage devices, blade servers, and application development methodology knowledge desirable. Ideal candidate must possess excellent communication, organizational and team building skills. Experience working in a Federal government environment helpful. Experience with Microsoft Project required. Experience with MS Visio required. Working knowledge of Microsoft SharePoint required. PMP, Six Sigma and ITIL certifications desired. Must be US citizen.

Kelco, a 20 year old Technology Company, provides very competitive compensation including Medical, Dental, Vision, Life, matching 401k and other benefits.

Work experience requirements:

- Five or more years work experience with leading edge Information Technology solutions and services
- Solid knowledge of and experience with network topology, bandwidth, protocols, Windows OS, Office applications and solutions, wireless solutions, email solutions, virtualization solutions, networking, troubleshooting, design, implementation, Remote access solutions, data center infrastructure & solutions, storage devices/solutions, routers, firewalls, load balancing solutions, database knowledge, backup and fault tolerance solutions and conventional & blade servers
- Must possess innovative and cutting edge outlook
- Demonstrate ability to adapt to a dynamic environment
- Must possess excellent customer interaction skills
- Prior management and supervisory experience
- Ability to lead and direct diverse groups
- Prior experience working in Government environments highly desirable
- Comfort with high profile projects in a fast paced environment
- Working knowledge of Microsoft Word, Excel, SharePoint, Project, PowerPoint, and Visio required
- Team building skills required
- ITIL, PMP, MCSE, and or Six Sigma experience/certification highly desirable

Education Requirements

- College Degree

Reviewed by:

Title: HR Director

Approved by:

Title: CEO

Name: Program Manager

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