

Program Scheduler (Washington, DC)

Job Description

The program Scheduler utilizes their Critical Path Methodology scheduling expertise to support the government program office for Information Technology projects within the Federal Aviation Administration (FAA). This position is located in downtown Washington, DC.

Key Responsibilities:

- Supports the Program Master Scheduler and project managers in developing and maintaining project schedules
- Facilitate rolling-wave planning processes for annual program planning cycles
- Trace work scope and project technical requirements to schedule tasks
- Updates schedules with monthly status information
- Review, compare, and analyze schedule performance against baseline program plans
- Prepare written updates on critical paths, schedule variances, progress and significant developments for inclusion in various reports (i.e. monthly, quarterly, etc.)
- Evaluate the impact of changes on cost, schedule, and technical operations
- Maintain data fields in project schedules required for reporting and interfacing with cost management and financial systems
- Identify and correct data problems in schedules and interfaces to cost management and financial systems
- Develop ad-hoc analysis and reports as required by management
- Identify the appropriate method and vehicle (email, phone, etc.) to communicate effectively in order to enable collaboration with team members working in other offices
- Demonstrate an understanding of government contracting principles and practices

Required Skills/Experience:

- **10+ Years of Experience:** Project Controls/Scheduling utilizing Critical Path Method (CPM) standards and best practices
- **Bachelor's Degree:** Engineering, Computer Science or equivalent discipline
- **Advanced Level:** utilizing databases, spreadsheets and document preparation to solve problems or meet emerging customer requirements
- **Advanced Level:** Microsoft Office suite (MS Word, Excel, PowerPoint) and SharePoint

- **Advanced Level:** using spreadsheets to prepare data for presentations, or to collect data for schedule updates
- **Advanced Level:** preparing professional PowerPoint presentations or other executive level communications
- **Advanced Level:** managing multi-functional project schedules with baselines in Microsoft Project
- **Practical Experience:** using Earned Value Management Systems in an EIA 748 compliant environment (for Project EVMS or similar)
- Demonstratable problem solving skills

Candidates must have authorization to work in the U.S. and be able to obtain a **Public Trust Clearance** for civilian agency work.

Pinnacle Management Systems, Inc. will not sponsor visas for this role.

Pinnacle Management Systems, Inc. will not pay for relocation for this job.

Pinnacle Management Systems, Inc. is an Equal Opportunity Employer. M/F/V/D

Please email your resume and cover letter to careers@pinnaclemanagement.com

Job Type: Full-Time, On-Site