



Technical Project Manager

Job Code: 8184

Salary Grade: S13

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for planning, executing, and controlling complex projects from initiation to closure. The role applies project management processes and knowledge to integrate scope, schedule, cost, risk, quality, and stakeholder management. This role requires an understanding and application of PMBOK knowledge areas, project management processes, government contracting, and financial oversight ensuring delivery aligns with contractual requirements, organizational objectives, and project constraints.

- Support proposal and project initiation by tailoring the project management approach and delivery lifecycle based on the project context, contractual requirements, organizational environment, and applying appropriate planning and control levels to support project governance.
- Develop, maintain, and control project artifacts and records, including project plans, WBS, integrated schedules, time-phased budgets, performance measurement baselines (including Earned Value Management methods as applicable), risk/issue logs, reporting, change control records, and governance documentation.
- Partner with the Principal Investigator (PI) and project leadership to develop and execute the project communications approach, coordinating internal teams and subcontractors and supporting stakeholder engagement to achieve planned milestones and deliverables.
- Coordinate shared resources in matrixed environments by influencing priorities, negotiating commitments, and aligning functional and technical contributors to project plans, schedules, and performance expectations.
- Ensure requirements and acceptance criteria are defined and traceable, and lead readiness reviews, deliverable acceptance, and closeout/transition to operations.
- Monitor and control project performance using integrated schedule and cost information; analyze variances, assess trends, ensure alignment between planned work, actual progress, and approved baselines.
- Identify, analyze, and manage project risks, opportunities, and issues; integrate mitigation actions into plans and execution activities.
- Perform integrated change management by evaluating impacts to scope, schedule, cost, risk, and delivery commitments, updating plans and maintaining configuration and baseline integrity.
- Support compliance with applicable organizational, sponsor, contract, and regulatory requirements.
- Performs other duties as assigned

Minimum Qualifications

Education:

- Bachelor's degree in Engineering, Science, Information Technology, Computer Science, Business, Manufacturing, Management or related field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- Four (4) years of program or project management experience

Certifications or Licenses:

- Project Management Professional (PMP) Certification, Federal Acquisition Certification for Program and Project Managers (FAC P/PM), or equivalent
- Ability to obtain a Security Clearance

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proven track record delivering on time and under budget
- General knowledge of writing proposals and performing business development



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Proven experience in managing programs
- Strong understanding of program management principles, methodologies, and best practices.
- Ability to lead, inspire, and develop cross-functional teams to achieve program goals
- Demonstrated ability to manage budgets, allocate resources efficiently, and ensure financial accountability throughout the program lifecycle.
- Strong problem-solving skills, with a proven ability to anticipate and mitigate risks effectively.
- Excellent verbal and written communication skills
- Ability to present complex information clearly to stakeholders at all levels and ensure consistent, transparent communication across teams.
- Ability to make data-driven decisions quickly and resolve challenges that arise during program execution.
- Ability to adapt to changing priorities and requirements.
- Excellent organizational skills and the ability to manage multiple tasks and projects simultaneously.
- Proficient with Microsoft Office Suite, MS Project, and/or related software

Working Conditions

Physical:

Prolonged periods of sitting at a desk and working on a computer.

Environmental:

Standard office environment. Travel for meetings other events which may include overnights and weekends.

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