

## Associate Coordinator/Sr. Associate Coordinator/Engineering Support Manager

Category	A/C I	A/C II	Engineering Support Manager (ESM)
Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for complex tasks or multiple projects within program area.</li> <li>• Works with Management to establish and control local procedures and guidelines</li> <li>• Identifies and corrects a variety of conditions, problems, or questions involving other groups and provides resolution.</li> <li>• Independently leads a team, manages a project, or operates a complex system.</li> <li>• Makes efficient use of available program resources</li> <li>• Has demonstrated the ability to plan work weeks to months in advance for short to mid term scheduling</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for large projects or multiple, complex tasks.</li> <li>• Independently leads teams, manages key projects or supervises a group.</li> <li>• Has decision making authority for program area.</li> <li>• Responsible for assessing program effectiveness.</li> <li>• Analyzes a variety of unusual conditions, problems, or questions and assures resolution.</li> <li>• Ensures that sufficient resources are available for the program</li> <li>• Has demonstrated the ability to plan work months to years in advance for mid to long term scheduling</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for a large group or effort.</li> <li>• Decision-making responsibility for large or critical program area.</li> <li>• Responsible for insuring program effectiveness.</li> <li>• Anticipates unusual conditions, problems, and situations and assures sustained success of the program.</li> <li>• Balances multiple priorities from senior management</li> <li>• Anticipates what resources will be needed insure the success of the program</li> <li>• Has demonstrated the ability to plan work years in advance for long term strategic scheduling</li> </ul>

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Job Knowledge	<ul style="list-style-type: none"> <li>• Strong technical and administrative knowledge of systems and processes.</li> <li>• Understanding to a level that enables complex troubleshooting or problem solving solutions.</li> <li>• Thorough knowledge of subject matter to a level allowing one to effectively mentor or train new or junior staff.</li> <li>• Demonstrated knowledge to assess the skill level and capability of other staff to complete an assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Deep and extensive technical and administrative knowledge of assigned responsibilities.</li> <li>• Expert understanding of interactive systems and processes enabling effective troubleshooting of complex interdependent systems.</li> <li>• Expert knowledge of subject matter utilized in developing new training, protocols or processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Broad applied knowledge of technical and administrative responsibilities.</li> <li>• Comprehensive understanding of complex systems and interdependencies</li> <li>• Has preemptive foresight of future needs and potential conflicts or problems.</li> <li>• Demonstrated “Vision” based upon collective knowledge.</li> <li>• Strong knowledge of effective leadership skills such as coordination, team building, directing and managing.</li> </ul>
Leadership/Management	Demonstrates supervisory and leadership skills by independently managing/coordinating multiple tasks or a team. Maintains technical goals. Works effectively with others under his/her lead to complete tasks successfully.	Demonstrates supervisory and leadership skills by independently managing multiple projects. May coordinate a team to complete projects successfully. Maintains technical, cost, and schedule goals. Consistently overcomes obstacles to complete tasks successfully.	Leader of a large team or supervisor of a large group. Highly effective leadership skills such as coordination and team building. Managerial abilities and accomplishments recognized throughout the lab. Able to estimate cost, manpower needs, and project time. Makes efficient use of resources when scheduling complex activities.

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Communication/Interpersonal Skills	<ul style="list-style-type: none"> <li>• Disseminates information to subordinates and keeps group management informed.</li> <li>• Clearly communicates managerial and technical subjects to all levels of lab personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminates information to group and keeps division management informed.</li> <li>• Is effective at maintaining relationships throughout the lab to coordinate the completion of complex tasks and large projects.</li> <li>• Maintains a high level of professionalism when dealing with problems and differences in ideas.</li> <li>• Effectively documents accomplishments of himself and others under his lead.</li> </ul>	<ul style="list-style-type: none"> <li>• Disseminates information to group/ division and keeps appropriate management informed</li> <li>• Has established relationships throughout the lab and effectively coordinates personnel to accomplish cost and schedule goals.</li> <li>• Able to identify multiple options, evaluate different perspectives, draw on experience to make clear decisions, and persuasively argue for proposals.</li> </ul>
Support of the Lab's Mission	Aligns activities to support the lab mission and complete milestones.	Contributions directly impact and are key to the accomplishment of one or more aspects of the mission of the lab.	Contributions have a significant direct impact and are critical to the mission of the lab.
Minimum Education & Experience	Relevant AS degree + 10 years relevant experience or equivalent combination of education and experience.	AS + 15 years relevant experience or equivalent combination of education and experience.  Demonstrated track record of successfully leading or managing a multiple person group or project	AS degree + 20 years relevant experience or equivalent combination of education and experience.  Demonstrated track record of several years of successfully managing large groups or projects.  Formal management training preferred.