

## ***Position Description***

---



Position Title: **Sr. Logistics Manager**

Department: **Engineering Services Group – DC (PA)**

Responsible To: **Program Manager**

FLSA Status: **Exempt**

Effective Date: **September 02, 2008**

---

### ***Position Summary***

The Senior Logistics Manager is responsible for providing Integrated Logistics Support (ILS) and coordination of customer logistics functions to major DoD acquisition programs, reporting directly to the Acquisition Logistics Program Manager.

### ***Contract Specifications***

- The position incumbent must be a US citizen and be able to obtain at least a “Secret” clearance level.

### ***Examples of Essential Functions & Responsibilities***

- Plan, coordinate and evaluate logistics actions required to support mission, weapon system or program.
- Identify the specific requirements for money, manpower, material, facilities and services needed to support programs.
- Correlating specific requirements with program plans to assure needed support is provided at the right time and place.
- Attend and represent customer at various ILS meetings, such as ILSMTs, Logistics Readiness Reviews, Quarterly Program Reviews and various Working Groups.
- Review and assess various logistics documents, such as ILSPs, Logistics Support Analyses (LSAs), etc.
- Coordinate preparation of Task Planning Sheets (TPSs) and other budgetary/funding projections.
- Review and/or coordinate review of various Contract Data Requirements List (CDRL) deliverables.
- Coordinate efforts related to Performance Based Logistics (PBL) type contracts and Logistics Engineering Change Proposals (LECPs).
- Assist in the development of strategies and proposals related to Acquisition Logistics.
- Mentors other logistics managers.

### ***Education & Experience***

- Bachelor’s Degree preferred.
- 10 years experience as a Logistics Manager.
- Desired DAWIA Level 2 or 3 Certification.

***Skills, Abilities & Traits***

- Knowledge of program planning, funding and management information systems.
- Broad knowledge of the organization and functions of activities involved in providing logistical support.
- Ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time.
- General knowledge of multiple logistics elements and/or expert knowledge in one or more logistics elements (e.g. (1) Design Interface, (2) Maintenance Planning, (3) Manpower and Personnel, (4) Supply Support, (5) Support and Test Equipment, (6) Training and Training Devices, (7) Technical Data, (8) Computer Resources Support, (9) Packaging, Handling, Storage, and Transportation, and (10) Facilities).
- Desired knowledge in one or more of the following areas: Provisioning, Technical Manual Development, Engineering Drawings, Planned Maintenance Scheduling, Reliability Centered Maintenance, Condition-Based Maintenance, Engineering Operational and Sequencing Systems, and Systems Calibration.
- Proficiency in Microsoft Office, especially Outlook, Word and Excel software.
- Proficiency in Microsoft Project and general project management terms, standards and processes.
- Excellent verbal and written communication skills, as well as presentation skills.
- High comfort level working with and around all military/organizational levels, clients, customers, suppliers and visitors.

***Physical Demands & Expectations***

- Regular physical activity to include walking, climbing stairs, and standing; frequent periods of prolonged sitting may be required
- Ability to travel up to 25% of the time
- Ability to speak, read, hear and write, with or without assistance
- Ability to use phone and computer systems, copier, fax and other office equipment
- Must be able to perform highly detailed work involving numbers, spreadsheets, and data analysis, which includes extensive computer keyboard and screen utilization

*This position description represents a summary of the major components and requirements of the outlined job. Other duties and responsibilities may be assigned or required as business needs dictate. Questions regarding this description should immediately be addressed to the department manager or to Human Resources.*