

JOB DESCRIPTION

JOB TITLE: Grand Forks AFB, ND Site Manager

SUPERVISOR: President, MilSup LLC

LOCATION: Grand Forks AFB, ND

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree desired.

Training and Experience:

Minimum two (2) years' experience in a Supervisory position and/or two (2) years' experience in senior executive level management position. Supervisory position as a Non-Commissioned Officer, Officer, DoD Contractor, or in Civilian business.

Working knowledge in instructional systems design and/or attended the Air Force ISD School desired.

General Skills:

Must possess highly developed organizational, planning and management writing skills, oral communication skills, project management skills, ability to schedule workflow, prioritize, delegate, meet deadlines, and be multi-task oriented.

Computer Skills:

Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Security Clearance:

Must possess and maintain a Top Secret or Secret security clearance depending on primary duty.

DUTIES AND RESPONSIBILITIES

- Serve as Site Manager for Grand Forks AFB, ND contract location.
- Responsible for the performance of daily operations and act on all contract matters relating to the daily execution of the RQ-4 CAT CWD contract.
- Liaison between on Site Government customers and off-site Program Manager
- Implement Program Manager directives
- Must be available during normal duty hours within 90 minutes of notification/request to meet on Grand Forks AFB with Government personnel. After normal duty hours, must be available within three (3) hours.
- Assist the Flying Training Unit at Grand Forks AFB by providing support for the following duties:
 - Attend meetings (planning, scheduling, etc.) regarding RQ-4 training.
 - Prepare training aids, attend safety meetings as required to maintain a level of safety (ground, range, flight, etc.) to operate in the military environment.
 - Build statistical data related to training and contract metrics.
 - Supervise government and Contractor IT equipment Set up and interface.
 - Maintain classroom equipment as required.
 - Perform other incidental and related duties within contract scope as required and assigned.

SUPERVISORY/MANAGEMENT RESPONSIBILITY

Supervise all contract personnel daily for the Program Manager.

NOTE:

In filling a vacant position, preferred or required credentials regarding education, training, experience, skills, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

The order of duties and responsibilities listed in this job description is not designed or intended to rank the duties and responsibilities in any order of importance relative to each other.