

Principal – IT/Security

Reports to CEO/Managing Principal

Market Title: Principal | IT/Security

Job Purpose

The Principal has ultimate responsibility for all employees (the “Team”) in a team. The Principal will operate the team as a standalone business unit within the framework of the Company policies, procedures and standards. The Principal will work with senior management to set goals and prepare an annual budget and a supporting business plan. Upon budget approval, the Principal shall monitor performance and manage the office to achieve financial goals; including making operational adjustments as necessary.

Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Embrace and exemplify Company values in all aspects of personal behavior, leadership and management.
- Lead, guide and direct all aspects of client service, design, document production, financial performance and safety.
- Prepare an annual budget, to include revenue and bookings projections (or goals); profit projections (or goals); and business development expenses.
- Methodically identify, seek out and track new project opportunities and clients, and work with Marketing to prepare SOQ’s and RFQ responses when necessary.
- Analyze scope and fees and promptly write proposals for project opportunities in close coordination with senior management.
- Forecast manpower and revenue weekly, utilizing schedules and other resources.
- Manage manpower resources in conjunction with the Director of Operations and work with Project Managers to meet schedule deadlines and achieve profit goals.
- Maintain and build new client relationships with personal time, meals and entertainment.
- Collaborate with other Company teams and management for needed resources.
- Mentor and train team members and foster an atmosphere of collaboration, encouragement, learning and continuous professional development.
- Serve the community in volunteer capacities and support needing causes
- Ensure that Company standards are being followed and all projects are having appropriate QA/QC reviews completed
- Proactively track and manage potential project “errors and omissions” issues
- Monitor A/R and work with accounting to ensure projects are billed and collected
- Hire, terminate and perform performance reviews of Team members as necessary.

Qualifications

The following qualifications are requirements of the position:

- Proven leader and Project Manager with approximately 10 years experience
- Ability to meet and socialize with clients to foster future work
- Able to work well and communicate with other disciplines within the Company as well as other consultants on the project.
- Excellent interpersonal and communication skills
- Excellent leadership skills

Continuing Education

Beyond any specific outside education classes taken to maintain professional registration, 8 hours of leadership or management classes shall be required. Although attending vendor classes are encouraged to keep up with technology, this will not count toward the 8 hours of continuing education.

Working Conditions

This position requires night and weekend work at times to complete tasks and meet deadlines.

Physical Requirements

The ability to carry up to 50 lbs of drawings and carry and/or climb ladders is a requirement of the position.

Direct Reports

Members of the Team.

Last Update: November 2018