



Texas Facilities Commission

Employment Opportunities

JOB Vacancy Notice: FY 24-40		
Business Title: Project Manager	State Classification: Project Manager III	
Salary Group: B24	Salary: \$7,500.00 (month) \$90,000.00 (year)	Hours/Week: 8:00am – 5:00pm, M – F*
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 12/06/2023	FLSA Status: Exempt	Hours: 40
Closing Date: Open Until filled	Shift Differential: N/A	Openings: 1
Division: Chief Operations		Program: Information Technology

Note: To apply for a job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs complex project management work. Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. Performs moderately complex managerial work administering the daily operations and activities of TFC's IT project management office (PMO). Takes the lead in documenting policy and procedures for IT Projects. Supervises the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment

ESSENTIAL FUNCTIONS:

- Manages, develops, oversees, and evaluates projects using accepted project management methodologies.
- Utilizes extensive project management skills to ensure accurate, efficient, and timely delivery and implementation of project deliverables while meeting stakeholder requirements and effectively managing project scope.
- Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility.
- Develops project charter, budgets, schedules, work plans, communication plans, resources requirements, and cost estimates and projections.
- Reviews and recommends proposals and bids to management.
- Monitors and manages project quality and cost to ensure that project deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.
- Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.
- Communicates project methodology and processes to interested groups and team members.
- Compiles and distributes project information, project status reports, and project budget expenditures.
- Ensures project initiation is well defined, including a detailed review of customer expectations, business drivers, requirements, design, SLAs, and success metrics. Keeps projects on track while managing risks and controlling quality.
- Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Plans and manages efficient project meetings.
- Assists with developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
- Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.
- Comply with IRM continuing education requirements provided by DIR.
- Assist with various stages of procurement of IT equipment and review invoices as needed for TFC.
- Identify opportunities to improve business processes through automation and help prepare proposals to develop new systems.



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- Develops and evaluates procedures and monitors compliance with established procedures.
- Prepares management and productivity reports; review and approves documents and reports developed by employees to ensure professional quality and appearance, appropriate content, consistency, and responsiveness.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major coursework in business administration, computer science, management information systems, or a related field is generally preferred.
- ◆ Experience in project management in relevant areas of project assignment.
- ◆ Experience implementing enterprise applications, ERP solutions using waterfall, and/or agile methodologies.

CERTIFICATIONS:

- ◆ Project Management Professional (PMP) from Project Management Institute (PMI) or obtain within 6 months of hire.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Knowledge of local, state, and federal laws and regulations relevant to IT.
- ◆ Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- ◆ Knowledge of project management theories and practices applicable to projects that are complex in scope; systems and procedures used to evaluate a third-party vendor's performance; and local, state, and federal laws and regulations relevant to the administration of the project undertaken.
- ◆ Skill in project management monitoring, in addressing changes in scope or timing, and in the use of a computer and applicable software.
- ◆ Ability to manage project activities, to establish project goals and objectives, to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks and gaps, to prepare reports, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment. There are no unusual dangers involved. Frequent work under stress, as a team member, and in direct contact with others. Frequent standing, walking, sitting, listening, and talking. Occasional bending and stooping. Occasional lifting and climbing.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of BU Builder, 611X LDO-Deck, Surface, SEI16 Acquisition Project Management, 2611 Cryptologic Cyberspace Analyst, 8058 Acquisition Core Member, 3D0X2 Cyber Systems Operations, 16KX Software Development Officer (SDO), or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

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Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out the application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

WIT Job Number: 16323395

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