



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-19

Business Title: Project Manager		State Classification: Portfolio Project Manager II	
Salary Group: B30	Salary: \$6,250.00 (month) \$75,000.00 (year)	Hours/Week: Part Time, M-F*	
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701			
Posting Date: 11/07/2024	FLSA Status: Exempt	Hours: 16	
Closing Date: Open Until Filled	Shift Differential: N/A	Openings: 1	
Division: Facilities Design & Construction		Program: FDC-Project Management	

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

This is a part-time position working 16 hours per week.

*Must be able to work flexible hours during a legislative session and as needed.

JOB SUMMARY:

Performs highly advanced (senior-level) managerial work providing insight and guidance in programmatic direction for construction, maintenance, facilities planning, and State governance. Work involves assisting the Deputy Executive Director in achieving strategic goals and business objectives for the FDC Portfolio; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement for determining progress in meeting goals; coordinating and evaluating Facilities, Design, and Construction Portfolio activities; and reviewing budgets. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Oversees, advises, and under the Deputy Executive Director’s delegation, directs specific activities of multiple and varied assigned programs within Facilities Design and Construction Division; provides, guidance, technical and organizational analysis and recommendations and assistance with execution of programs.
- Develops short- and long-term strategic planning and ongoing strategic analysis.
- Performs division planning and interface throughout the Agency and state, under the Deputy Executive Director’s delegation, of professional and administrative staff.
- Monitors and analyzes design, study, and construction projects.
- Plans, develops, analyzes, coordinates, monitors, and evaluates policies.
- Reviews guidelines, procedures, rules, and regulations; and advises on compliance.
- Reviews and advises management, productivity, performance measures and financial reports and studies.
- Reviews and recommends Acquisition Planning contracts.
- Troubleshoots contract performance issues and provides guidance on corrective measures.
- Develops and implements techniques for evaluating portfolio activities.
- Evaluates and identifies areas of needed change; recommends solutions.
- Reviews results of internal audits, research studies, forecasts and modeling exercises to provide direction and guidance; reviews and evaluates the impacts of legislation.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in architecture, engineering, or a related field.
- Seven (7) years progressively responsible experience in project management, architecture, engineering, or construction management, including six (6) years supervisory or managerial experience.
- Master’s degree in a related field may be substituted for up to two (2) years of experience.
- Licensed TBAE Architect or registered TBPELS Professional Engineer.



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KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of local, state, and federal laws and regulations relevant to facilities planning and management, including Texas Govt. Code, Title 10, Sections 2161 and 2166; and of the practices of public administration and management.
- Extensive knowledge of the principles, methods, and practices of architecture and/or engineering.
- Extensive knowledge of major real estate construction projects and real estate practices and principles.
- Working knowledge of energy procurement and management.
- Working knowledge of construction fundamentals including inspection, quality control, quality assurance, scheduling, and controls.
- Senior executive experience and ability to quickly assess, understand and respond to complex issues.
- Considerable knowledge of state and federal laws, regulations, and policies relating to the administration of state government.
- Thorough knowledge of management methods and practices which includes managing, planning, assigning, and reviewing the work of professional and technical staff in a variety of tasks.
- Working knowledge of the legislative process which includes analysis and interpretation of legislation.
- Working knowledge of financial analysis and strategic planning.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Skill in resource planning and budget development.
- Skill in organization.
- Skill in presentation and negotiation.
- Skill in customer service.
- Skill in long-range and short-range planning.
- Skill in gathering and analyzing accurate and relevant information.
- Skill in verbal and written communication.
- Demonstrated ability to maintain effective working relationships within and outside the agency.
- Demonstrated ability to coordinate multiple projects simultaneously.
- Demonstrated ability to identify problems, evaluate alternatives, and implement effective solutions.
- Demonstrated ability to develop and coach junior personnel.
- Demonstrated ability to develop and evaluate policies and procedures.
- Demonstrated ability to establish portfolio wide programmatic goals and objectives that support a strategic plan.
- Demonstrated ability to communicate effectively to convey complex ideas and concepts.



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PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This classification functions in a standard office environment. There are no unusual dangers involved, but the position will have exposure to dust, environmental allergens, pathogens, and other microorganisms consistent with business activities and human contact. The position holder must be able to work effectively with people under varying conditions, must be able to work extended periods at a computer, and must be able to work longer than eight hours in a work day as necessary. Physical requirements also include the ability to move items up to 30 lbs. and perform tasks requiring fine motor skills and coordination.

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 611X LDO - Deck, Surface, SEI16 Acquisition Project Management, 8058 Acquisition Core Member, 16KX Software Development Officer (SDO), 63A Acquisition Manager, 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.

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.

Conditions of Employment:

Incomplete applications will not be considered.

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 application form completely for further consideration.

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

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.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.



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WIT Number: 16785241

Contact Information:

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