



TEXAS DEPARTMENT OF LICENSING & REGULATION
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JOB POSTING

Office of Project and Project Management

Project Manager

Project Manager III

\$74,604- \$81,000 annually

\$6,217- \$6,750 monthly

Posting No: 1015-23

Opening Date: 10/24/22

Group: B24

Closing Date: *until filled*

Position: 402

Job Description

The Project Manager is selected by and responsible to the Chief Process Officer and performs complex project management work, coordinating the planning and initiation of agency projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. Work includes detailed project planning, oversight and tracking. Plan and manage a wide variety of agency projects. May direct project teams to ensure project tasks and products follow the prescribed development process, follow quality guidelines, and meet functional requirements. Work with peers from user areas to coordinate, plan, assign, supervise, and evaluate the work of the project staff. Work is performed under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Duties

- Manages, develops, oversees, and evaluates projects using accepted project management methodologies.
- Initiates multi-agency or enterprise-level projects, obtains authorization and commitment, and demonstrates business need and project feasibility.
- Identifies potential project risks and difficulties and designs strategies to mitigate them.
- Develops and manages project budgets, schedules, work plans, resource requirements, and cost estimates and projections.
- Able to work with colleagues and stakeholders to gain an in-depth understanding of critical business requirements
- Ensures team members understand project standards and resolves issues with the quality of any party's work products.
- Communicates and explains project management methodology with project stakeholders, management, and other relevant parties.
- May develop Deliverables Based Information Technology (DBITS) Statements of Work (SOW) and/or staff augmentation requests for projects and coordinate procurement/ selection activities.
- Prepares all phases of Texas Project Delivery Framework documentation when required.
- Monitors and evaluates third-party vendor and/or contractor performance and manages project cost to ensure project completion within budget and project deliverables are acceptable and fulfill the terms of the project contract and/or specifications.
- May coordinate project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Compiles and distributes project information, status reports, and project budget expenditures.
- Complies with Division and/or Agency training requirements.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Adheres to all TDLR Personnel Policies and performs other duties as assigned.

Minimum Requirements

Three (3) years full time experience in project management with direct responsibility for managing project teams, budget and schedule. Graduation from an accredited four-year college or university with major coursework in information business management, project management, computer sciences or a related field is preferred and may substitute for two (2) years of the general experience requirement. Project Management Professional (PMP) Certification or Agile Certified Practitioner (ACP) Certification preferred.

Special Requirements

Applicant will be a Certified Texas Contract Manager (CTCM) or be able to obtain certification within eighteen months of being hired.

Preferred Qualifications

- Experience in managing information technology projects throughout all development phases.
- Experience with vendor procurement and contractor management.
- Formal project management training and/or certification.
- Experience in systems analysis, design, and requirements gathering.
- Experience in structured design and development process, scope control, project estimation, risk mitigation, and preventive and corrective actions for overruns.
- Strong leadership, organization, and communication skills.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 37F Psychological Operations Specialist, IS Intelligence Specialist, 8016 Special Technical Operations (STO) Administrator, 14FX Information Operations or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

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

Remarks

The successful candidate will have: Knowledge of project management theories and practices applicable to highly complex projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations to the administration of the project undertaken. Excellent organizational and communication skills with attention to detail. Skill in project management monitoring; in addressing changes in scope and budget; and in operating computers and applicable computer software. Ability to manage project activities; to establish project goals and objectives; and, to exercise sound judgment in making critical decisions. Ability to handle multiple priorities while meeting deadlines; and, to demonstrate negotiation and facilitation skills. Ability to analyze complex information and develop plans to address identified issues; to prepare reports; to communicate effectively; and to plan and assign the work of others.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>.

E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377. E-mail Human.Resources@tdlr.texas.gov. **Mailed application not accepted at this time.**

Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.