



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: November 5, 2015

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-16-19

State Classification Number and Salary Group:
1561/B26

State Job Title: Project Manager IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Project Manager

Location: Austin, Texas

Monthly Salary Range: \$5,784.59 - \$6,696.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience. This position is grant funded through September 30, 2016.

Travel Required: Yes (<5%) No

Although grant funding may continue, it is not guaranteed.

Job Description Performs advanced (senior-level) project management work. Work involves acting as a liaison to establish and maintain relationships with law enforcement, municipal and justice courts, TxDOT, DPS and OCA to facilitate the collection and documentation of standardized data elements for citations, including standardized codes where possible. Responsible for the development of an overall project schedule and a detailed work plan through the completion of requirements gathering. Supervise the preparation of a functional requirements document and provide necessary information/feedback to facilitate the publication of a Request for Offer (RFO) to implement the system. Communicates with project stakeholders, management, and other relevant parties. May coordinate the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Performs related work as assigned.

Essential Job Functions:

- Develops project schedules, work plans, and coordination of resource requirements.
- Maintains sight of project scope and manages stakeholder expectations through clear communications and project scope clarification as necessary.
- Facilitates flow of communication throughout project teams.
- Works with confidential information and maintains security procedures such as encryption of data files and email communications as necessary.
- Prepares project performance documentation necessary for grant management.
- Compiles and distributes project information, status reports, and/or project budget expenditures.
- Monitors and manages quality of project deliverables.
- Monitors and manages project schedule to ensure project completion within deadline. Addresses schedule delays as necessary.
- Identifies and tracks issues through to resolution. Escalates issues and proposed solutions to management when appropriate.
- Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.
- Coordinates project meetings and communications as needed.
- May coordinate work, perform quality assurance reviews and approve work as needed for contracted resources and/or OCA staff.
- May coordinate project activities with other state agencies, governmental jurisdictions, or private sector

partners and contractors.

- May develop budgets, cost estimates and projections.
- May oversee multiple projects concurrently.
- Other duties as assigned.

Minimum Qualifications:

- A bachelor's degree from an accredited four-year college or university plus four years of full-time experience in project management. One additional year of full-time experience in project management may be substituted for each year (30 semester hours) of the required education.
- Knowledge of project management theories and practices applicable to highly complex projects.
- 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; 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 plan, assign, and/or supervise the work of others.
- Proficient in Microsoft Office applications, or similar software.

Preferred Qualifications:

- Knowledge of the Texas Judicial System.
- Graduation from an accredited four-year college or university with a Bachelor's degree in computer science, computer information systems, or management information systems.
- Project Management Professional (PMP) certification.
- Experience with software Quality Assurance Testing.
- Familiarity working with Microsoft Access Database.
- Familiarity working with Microsoft SharePoint.

Note:

The following Military Occupational Specialty codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

No military equivalent

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.