



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: June 6, 2025

Job Listing Identification Number: 00050478

State Job Classification: Project Manager III

Functional Title: Project Manager

Monthly Salary: \$7,083.34 - \$8,333.34/month

Remarks: Salary commensurate with experience.

This posting is for multiple (two) positions.

Closing Date: June 20, 2025

State Class. No. and Pay Group: 1560/B24

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes (25%) ☐ No

Job Description:

Performs complex (journey-level) project management work as part of the Enterprise Planning Office (EPO) Project Management team. 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. May assign duties and responsibilities and coordinate the work of project staff. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Coordinates, plans, and evaluates projects and project related activities using accepted project management methodologies.
- Compiles and distributes project information and project status reports to agency staff and others
- Provides stakeholders with timely assessments and project performance.
- Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Monitors and manages project quality and costs to ensure that project deliverables are acceptable, fulfill the terms of the project contract or specifications, and are completed within budget.
- Assists in developing project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
- Assists in developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
- May identify potential project risks and difficulties and design strategies to mitigate or avoid them
- Performs related work as assigned.
- Complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in business

administration, public administration, or related field. Experience and education may be substituted for one another.

- Two years of experience overseeing large-scale projects, coordinating and communicating with multiple stakeholders.

Preferred Qualifications:

- Certification as a Project Management Professional (PMP).
- Experience managing projects in Texas state government.
- Experience managing projects in the justice/courts field.
- Experience managing projects that impact multiple jurisdictions in the state.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of project management theories and practices applicable to projects that are highly 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 and budget, 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.

Employment Conditions:

- Regular attendance required.
- Travel may be required.
- Operate standard office equipment and computer systems.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – no military equivalent; Navy – 611X, LDO – Deck, Surface; Coast Guard – SE116, Acquisition Project Management; Marines – 8058, Acquisition Core member; Air Force – 16KX, Software Development Officer (SDO); Space Force – 63A, Acquisition Manager. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be

complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

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, religion, sex, national origin, age or disability in employment or in 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 to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.