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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** April 14, 2025

**Job Listing Identification Number:** 00049402

**State Job Classification:** Project Manager V

**Functional Title:** Project Manager Team Lead

**Monthly Salary:** \$9,166.67 - \$10,000.00/month

**Remarks:** Salary commensurate with experience.

**Closing Date:** April 28, 2025

**State Class. No. and Pay Group:** 1562/B28

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, TX

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes (25%)  No

### Job Description:

Performs highly advanced (senior-level) project management work providing guidance to the Enterprise Planning Office (EPO) Project Management team. Work involves establishing the strategic goals and objectives for projects; developing guidelines, procedures, rules, and regulation; and coordinating and evaluating program activities. May direct, assign, and evaluate the work of project staff. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Directs, develops, initiates, and evaluates projects, including multi-agency or enterprise-level projects, using accepted project management methodologies.
- Works directly with the Enterprise Planning Office (EPO) and the Judicial Branch Certification Commission (JBCC) Director and consults with leadership across the agency.
- Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Develops criteria for evaluating programs, proposals, and other information related to project management.
- Analyzes trends; monitors various project components; coordinates with project teams to identify issues, risks, and opportunities for improvement; and designs strategies to mitigate or avoid future risks within the project management team.
- 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.
- Consults with districts, divisions, and other agencies regarding issues related to project development and management.
- Initiates multi-agency and/or enterprise-level projects, obtains authorization and commitment, and demonstrates business need and project feasibility.
- Provides stakeholders with timely assessments and project performance.
- Interacts with the senior managers, executives, and major stakeholders to establish strategic plans and

objectives for project management team.

- May testify before a governing board or legislative and interested groups on project status.
- May be responsible for the organization-wide integration of consistent project management methodologies and terminology.
- May supervise the work of others.
- Performs related work as assigned.
- Adheres to OCA policy and attendance policies.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major coursework in a field relevant to portfolio or project management is general preferred. Experience and education may be substituted for one another.
- Experience overseeing large-scale projects, coordinating and communicating with multiple stakeholders.

**Preferred Qualifications:**

- Three years of experience in project management.
- Certification as a Project Management Professional (PMP).
- Experience building and/or supervising successful teams.

**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; and to direct, assign, and evaluate the work of project staff.

**Employment Conditions:**

- 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 – SEI16, 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](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](http://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.