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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: July 30, 2026

Job ID Number: 102225

State Job Classification: Project Manager III

Functional Title: Project Manager

Monthly Salary: \$48.08/hour

Remarks: This is a part-time position that will not exceed a monthly average of 20 hours/week.

Closing Date: August 13, 2026

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

FLSA Status: Exempt

Location: Austin, TX

Type of Job: Part-time

Travel Required: Yes (10%)

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. This position will have a specialized focus on government procurement projects for IT solutions. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Work with stakeholders to develop project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
- Partners with OCA procurement manager to manage end-to-end procurement process for the customer, to include procurement planning, solicitation development, bid evaluation, and contract award.
- Works closely with procurement manager to ensure compliance with internal policies, regulatory requirements, and procurement best practices.
- Compiles and distributes project information and project status reports to agency staff and others
- Develop evaluation criteria, scoring tools, and supporting documentation.
- 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 criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
- Identifies potential project risks and difficulties and design strategies to mitigate or avoid them

- Plan and manage efficient project meetings.

To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in Project Management, business or public administration, or a related field. Experience and education may be substituted for one another.
- Experience overseeing complex procurement projects.
- Experience in Texas government procurement of technical solutions.
- Experience developing and issuing Requests for Information (RFIs) and Request for Proposals (RFPs).

PREFERRED QUALIFICATIONS:

- Certification as a Project Management Professional (PMP).
- Familiarity with Electronic State Business Daily (ESBD).
- Certification as a Certified Texas Contract Developer (CTCD).
- Experience providing project management within the justice/courts field.
- Experience managing projects in Texas State Government .
- Experience managing technological projects.
- Experience managing projects that include significant procurement elements.

KNOWLEDGE, SKILLS, and ABILITIES (KSAs):

- Knowledge of project management theories and practices applicable to highly complex projects; local, state, and federal laws and regulations relevant to the administration of the project undertaken, including the Quality Assurance Team (QAT)/Major Information Resources Project (MIRP) process; and state technology procurement processes and requirements.
- Skill in project management monitoring, in addressing changes in scope and budget, and in the use of a computer and applicable software.
- Ability 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, to prepare reports and charts, to communicate effectively and present information both orally and in writing to technical and non-technical audiences; and to assign duties and responsibilities and coordinate the work of project staff.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct business.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under "Occupational Category" for the respective Class Title.

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

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and include a resume. Resumes will not be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

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.