

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 19-0897

JOB TITLE: Project Manager III

MONTHLY SALARY: \$5,833.34

POSTING DATE: May 3, 2019

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Director of Project Management

DURATION: Until Filled

GENERAL DESCRIPTION

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. Plans, assigns, and/or supervises the work of others, as needed.

ESSENTIAL JOB FUNCTIONS

Manages, develops, oversees, and evaluates projects using accepted project management methodologies.

Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility.

Develops criteria for evaluating programs, proposals, and other pertinent information related to project assignments.

Develops project budgets, schedules, work plans, resources requirements, and cost estimates and projections.

Reviews and recommends proposals and bids to management.

Monitors and manages project cost to ensure that project is completed within budget.

Monitors and manages project quality to ensure that project deliverables are acceptable and fulfill the terms of the project contract or specifications.

Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.

Communicates and explains project methodology and processes to interested groups and team members.

Compiles and distributes project information, project status reports, and project budget expenditures.

Provides feedback to management on performance of assigned team members.

Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Plans, assigns, and/or supervises the work of others, as needed.

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university

Experience performing project management functions, which must include experience facilitating meetings and work sessions.

Knowledge of project management theories and practices applicable to projects that are complex in scope; of systems and procedures used to evaluate a third-party vendor's performance; and of 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 or timing, and in operating computers and applicable software.

Skill in working under pressure and meeting deadlines

Skill in working effectively with a diverse of customers

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Ability to be an independent worker within a team environment

Skill in exercising sound judgment and effective decision making

Ability to make timely, informed decisions that take into account the facts, goals, constraints, and risks

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to complete assignments with attention to detail and accuracy

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.

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Certification as a Project Management Professional (PMP).

Management experience

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

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