

Texas Historical Commission Job Vacancy Notice

Position Title:	THC Lead Project Manager
Classification Title:	Project Manager IV
Job Posting Number:	22-55
Salary:	\$7,500.00 - \$8,750.00 Monthly
FLSA:	Exempt
Salary Group/Class #:	B26/1561
Opening Date:	5/16/2022
Closing Date:	Until Filled
Hours/Week:	40
Duration:	Regular, Full-time
Work Location Address:	Carrington-Covert House, 1511 Colorado Street, Austin, Texas 78701

JOB OBJECTIVE: Under the direction of the Deputy Executive Director of Administration, the Project Manager will perform advanced (senior-level) project management work at the Texas Historical Commission (THC). Work involves coordinating the planning and initiation of diverse projects at various levels of completion, including IT software development and website development; monitoring the progress and schedule of projects; developing and maintaining a prioritized roadmap of the agency's planned IT and web projects; eliciting and documenting user requirements; creating and validating user acceptance testing; and communicating with project stakeholders, management, contractors and other relevant parties. May direct, assign, and evaluate the work of project staff. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Coordinate multiple projects while maintaining consistency and effectiveness of active simultaneous projects through the implementation and regular management of an enterprise-level portfolio management process.
2. Direct, develop, and evaluate projects, including demonstration of business need and project feasibility, using accepted project management methodologies.
3. Develop project scope, budgets, schedules, work plans, resources requirements, and cost estimates.
4. Monitor and manage project cost to ensure project completion within budget.
5. Identify potential project risks and design strategies to mitigate or avoid them and deliver the product on schedule, within budget, while meeting agency expectations.
6. Coordinate and respond to requests for changes from the original specifications including creating and documenting procedures to capture changes from the original project scope.
7. Conduct business requirements coordination across program areas, including leading business requirements elicitation from subject matter experts and documentation of business requirements.
8. Develop, implement, and manage user acceptance testing plans.
9. Provide effective leadership, guidance, and critical communications to project teams while promoting and contributing to a cohesive team environment.
10. Develop and implement plans to communicate and explain project methodology and processes to agency staff.
11. Develop training plans and conduct formal training sessions in coordination with program division staff.
12. Work with agency procurement staff to solicit for IT and web services.
13. Manage vendor contracts related to IT and web projects.
14. Monitor and manage project quality to ensure project deliverables are acceptable and fulfill the terms of the project contract or specifications.
15. Compile and distribute project information, status reports, and project budget expenditures to report to executive leadership and commissioners.

16. Coordinate and respond to requests for changes from the original specifications including creating and documenting procedures to capture changes from the original project scope.
17. Provide regular updates to management, project teams, and others of project status and related issues.
18. May assist with the development of continuity of operations planning and disaster recovery planning.
19. May direct, assign, and evaluate the work of project staff.
20. Adhere to established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

22. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (or Project Management Professional (PMP) Certification may substitute for a degree);
- Minimum four years of Project Management experience to include preparation of project related documentation, planning and managing project activities, and the implementation of projects and maintenance activities;
- Experience eliciting and documenting user requirements;
- Experience developing and managing user acceptance test plans;
- Experience serving as a lead in a project management environment;
- Experience with Agile delivery methodologies;
- Experience managing vendor contracts and relationships;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Experience developing and maintaining an enterprise-level project portfolio process with multiple stakeholders;
- Experience managing web development and design projects;
- Experience managing mobile application development projects;
- Master's degree with major coursework or significant experience in Project Management; and
- Project Management Professional (PMP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management theories and practices applicable to limited-scope projects; 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 and in the use of a computer and applicable software;
- Excellent verbal and written communication, human relations, and organizational skills;
- Skill in effective public speaking;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in using computers 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 to assign duties and responsibilities and coordinate the work of project staff;
- Ability to assess project feasibility;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;

- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a historic state building next to the agency's headquarters near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Applicants must be willing to travel, and overnight travel is required. This position attends and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

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.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC 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.

Additional Military Crosswalk information can be accessed at:

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

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

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AFFIRMATIVE ACTION EMPLOYER**