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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: May 22, 2026

Job Listing Identification Number: 00058590

State Job Classification: Project Manager III

Functional Title: Project Manager

Monthly Salary: \$48.08/hour

Remarks: This is a part time position and will average 20 hours/week.

Closing Date: June 5, 2026

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%)

Job Description:

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

Essential Job Functions:

- Manage, develop and oversee multiple projects for court and court-related programs, including facilities master-planning, space needs assessments, space design, acquisition, and construction projects using accepted project management methodologies.
- Work with stakeholders to develop project scope, goals, budgets, schedules, work plans, resource requirements, and cost estimates and projections.
- Manage procurement process for related goods and services.
- Coordinate project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Monitor and manage project cost to ensure that the project is completed within budget.
- Monitor and manage project quality to ensure that project deliverables are acceptable and contractor activities meet the terms of the project contract or specifications.
- Communicates project methodology and processes to interested groups and team members.
- Compiles and distributes project information, project status reports, and project budget expenditures; provides regular updates to management, project teams, and others of project status and related issues.
- Coordinates and responds to requests for changes from the original specifications.
- Develops, reviews, and recommends proposals and bids to management.

- Plan and manage efficient project meetings.
- Performs related work as assigned and complies with all OCA policies.

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, Construction Management, business or public administration, organizational development, or a related field is generally preferred. Experience and education may be substituted for one another.
- Experience overseeing complex projects.

Preferred Qualifications:

- Experience providing project management within the Texas Court system.
- Experience providing construction or facilities project management.
- Experience working with or in the Texas Judiciary.
- Experience interacting with elected officials or appointed board members.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of project management theories and practices applicable to limited-scope projects; government purchasing and bidding policies, practices, and procedures; 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 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 will 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.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: No military equivalent; Navy – BU, Builder; Coast Guard – SEI16, Acquisition Project Management; Marine Corps – 8060, Acquisition Specialist; Air Force – 63Ax, Acquisition Manager; 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.