

Opening Date: October 21, 2016
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 17-09
Monthly Salary: \$5,417 - \$5,808.67
Group/Class: B22/1559
Travel: None
Division: Information Technology/ Application Development- PMO
Number of Positions: 1

JOB VACANCY NOTICE

Project Manager II

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142.
Equal Opportunity Employer*

*Salary commensurate with experience and qualifications

Veteran's Preference

Veterans, Reservists or Guardsmen meeting the minimum qualifications for this position are highly encouraged to apply.

Job Description

Performs complex project management work. Work involves planning, directing and coordinating activities of designated IT projects, to ensure that the goals of the project are accomplished within the prescribed time frame and funding parameters. Responsible for securing resource time and coordinating the efforts of team members and/or consultants to deliver projects according to schedule. Defines project objectives and oversees quality control throughout the software development life cycle. Manages project scope, schedule, and budget. Will plan, assign and supervise the work of others. Reports to the Director of Information Technology while working under general supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions

- Oversees the development of information technology computer application projects.
- Formulates and defines scope and objectives of project.
- Identifies and schedules project deliverables, milestones, and required tasks.
- Serves as lead in the generation of project requirements.
- Establishes standards for project reporting.
- Coordinates recruitment and assignment of project team.
- Assigns duties, responsibilities and scope of authority to project team.
- Coordinates and responds to requests for changes from original specifications.
- Maintains technical and project documentation in centralized project repository.
- Prepares project status reports and provides regular updates to management, project team and others of project status and related issues.
- Monitors project results against technical specifications.
- Generates test scripts for the project.
- Directs application/solution testing.
- Obtains, through customer satisfaction and acceptance testing, project signoff of completion.
- Leads and participates in project meetings with internal staff and external customers.
- Plans, assigns and supervises the work of others.
- Performs related work as assigned.

Minimum Qualifications

- Graduation from an accredited college or university.
- Three (3) years of recent project management experience.
- Relevant education and experience can be substituted on a year-for-year basis.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 10/05/16



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number: 17-09

Preferred Qualifications

- Graduate degree in Computer Science, Information Science, Information Technology or related field.
- Certified Project Management Professional (PMP).
- Recent experience successfully delivering information technology application development projects with the State of Texas.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Project for developing and maintaining project schedules.
- Knowledge and understanding of the Software Development Life Cycle (SDLC).
- Skills with Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in providing excellent customer service both internally and externally.
- Access, Excel and Word.
- Skills in project scheduling including the development of Work Breakdown Structures (WBS).
- Skills in facilitation.
- Skills in leading meetings.
- Skills in decision making and problem solving.
- Ability to train others.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to work and collaborate with others in multi-disciplinary teams.
- Ability to successfully lead a project team and complete software development and infrastructure projects.
- Ability to prioritize deadlines.
- Ability to multi-task and manage multiple projects with limited supervision.

Remarks

- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.