



Texas Alcoholic Beverage Commission IT Project Manager III

SALARY	\$7,083.00 Monthly	LOCATION	Austin, TX
JOB TYPE	Classified Regular Full Time	JOB NUMBER	202600010 Austin
DIVISION	Innovation and Technology Division	OPENING DATE	10/13/2025
FLSA	Exempt		

General Description



This Position is Open Until Filled

Supports the Project Management Office (PMO) and the PMO Manager in effectively facilitating the management of projects through the various project management phases and stages within the Systems Development Life Cycle (SDLC) to include initiation, planning, execution, and monitoring and controlling and closing projects.

This role involves managing project management teams, coordinating project activities, managing resources, and ensuring projects are delivered on time, within scope, and within budget. Collaborates with cross-functional teams to achieve project objectives while adhering to established TABC standards for project management within the PMO. May assign and supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

PLEASE NOTE: TABC is unable to provide sponsorship for anyone needing an employment visa.



Essential Job Functions

30% Creates and/or coordinates the creation of project plans, defining scope, objectives, deliverables, and timelines using project management tools (e.g., Microsoft Project, etc.). Effectively leads cross-functional project teams, assign tasks, monitor progress, and provide guidance to ensure deliverables are completed on time and within scope. Acts as the primary point of contact for stakeholders, managing expectations, providing detailed status updates, and resolving conflicts or issues to maintain project alignment. Identify potential project risks or obstacles and propose solutions or escalate to senior staff for guidance.

- **Project Planning and Scheduling:**

- Develop project schedules with assigned resources, review with internal and external stakeholders and manage the schedules to ensure projects remain within scope, timeline, and budget.
- Provides weekly status reports and updated project schedules to project manager.

- **Team Leadership and Coordination:**

- Document and coordinate project tasks with key stakeholders to ensure timelines are met on time and within scope.

- **Team Leadership and Coordination:**

- Ensures documentation is managed and organized to their correct document repository, to include the project team members.

- **Stakeholder Communication:**

- Facilitates meetings and discussions with internal and external stakeholders to document statements of work project charters, business and functional requirements, procedures and workflows, user stories, acceptance criteria, test plans, and risk assessment plans for all assigned projects in accordance with project schedules.

- **Risk Identification and Mitigation:**

- Regularly reviews the risk log with internal stakeholders and external vendors to effectively quantify and manage and identify projects risks and difficulties in accordance with the strategies documented and update the risk log with new risks or changes.
- Designs strategies to mitigate or avoid them.

30% Ensure project deliverables meet quality standards and align with defined requirements before completion or delivery. Coordinates the service request life cycle through customer-related service request responses, business requirements coordination, technical specifications and related artifacts review, and monitors system integration and user acceptance testing prior to implementation.

- Performs Quality Assurance (QA) by ensuring comprehensive and cohesive plans and documents are in place for sprint validation, triage processes, regression testing, acceptance approval, migration stability, and production support.
- Ensures that user stories and acceptance criteria for all approved requirements have been documented, reviewed by the Subject Matter Experts (SMEs), and approved by the business divisions.
- Escalate issues to the PMO Manager with supporting information and several options (with pros and cons) to correct or mitigate the situation/s as well as recommended option.
- Develops the design and review of test cases; processes change requests; and manages a project's scope, acceptance, installation, and deployment.
- Conducts stage gate reviews at end of each major phase of the project/s, ensures decisions, signoffs and approvals are documented, assesses go/no-go decisions, and ensures lessons learned or retrospectives are conducted at the end of each phase.
- Identifies points of task/project failures and determine what could have been done differently.
- Provides reports for the PMO Manager.
- Ensures QA and defect management processes are well defined including specifics related to smoke, regression, integration and user acceptance testing.

30% Supports the workflow processes for change management with the PMO manager. Facilitates discussions among cross functional teams of internal and external stakeholders. Identifies areas of opportunity in the Project Management process and throughout the agency to ensure a culture of continuous improvement.

- **Change Management:**
- Ensures change requests for new or added requirements comply with the Change Advisory Board (CAB) and/or the CAB governance procedures, and the required documentation is provided in a timely manner for CAB Administration.
- Coordinate all new change requests with PMO Manager to ensure they are entered correctly and are prioritized accordingly.
- **Continuous Improvement:**
- Facilitates business process workarounds for functions that are postponed or descoped and ensure these are well documented and accepted by the divisions impacted.
- Identifies opportunities for improving business processes through automation and assists in the preparation of proposals to develop new systems.
- Ensures all required integration points with external service vendors and other state agencies are part of the project plan and timely communication with these service providers as well as scheduled testing is in place.

5% Develops training curriculum and conducts formal training sessions covering assigned systems module and ensures that a migration plan is in place for deployment to production and includes processes to support the maintenance Service level Agreement.

5% Performs other duties as assigned.

MQs, KSA, License/Certifications



MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited four-year college or university with major coursework in business administration, computer science, management information systems, or a related field.

AND

Experience: A minimum of eight (8) years of full-time work experience in business and/or system analysis work.

NOTE-----Applicable Substitutions: Experience and education may be substituted for one another on a year per year basis. Your application and prior work history **MUST REFLECT** the combined substitution of the 8 years, or we cannot consider your application.

Preferred Qualifications:

5+ Years in Project Management

5+ Years in a Business Analyst or Advanced System Administrator Position

5+ Years Eliciting Requirements

5+ Years in User Acceptance testing and Implementation

5+ Years in Process Workflow Analytics

Lean Six Sigma Green Belt

Certified Associate in Project Management (CAPM)

Project Management Professional (PMP)

Knowledge

- Knowledge of software development life cycle and systems development life cycle concepts; business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources; and project management principles and practices.

Skills

- Skill in business analysis methodologies; in analyzing and evaluating complex information technology programs, policies, and issues; and in developing creative and workable solutions to complex problems and issues.

Abilities

- Ability to analyze and interpret technical information including regulations, policies, and automation system documentation/specifications; to communicate in writing; to translate user/business needs into a technical style; to communicate technical instructions to system users; to analyze, evaluate, and integrate business rules into system requirements; to exercise sound judgment in making critical decisions; to communicate effectively, and to assign and/or supervise the work of others.

REGISTRATION, CERTIFICATION OR LICENSURE:

- Possess a valid Texas driver's license
- Criminal Justice Information Services (CJIS) security awareness training
- Additional certifications may be required to be registered, certified, or licensed in a specialty area.

TRAVEL REQUIREMENT: 10%

CLASS NO: 1560

SALARY GROUP: B24

Is this position eligible to telework? Yes. See below.

Physical Requirements/Supplemental Information

This position functions in a standard office environment. Must be able to move around the office to access filing cabinets, office equipment and move up to 20 pounds. Must be able to communicate and exchange information via phone, computer, in person and via electronic media. Must be able to perform repetitive use of a keyboard at a workstation. Must be able to work with overlapping deadlines.

This position is expected to work in the office but may be eligible for situational or hybrid telework schedule upon completion of an initial probationary period. For teleworking, must have a secure, dedicated workspace with internet service, ability to maintain a reliable consistent work schedule and be available for meetings and group collaboration via Microsoft Teams or other platforms/applications during regular business hours.



MILITARY OCCUPATIONAL SPECIALIST (MOS) CODE: Veterans, Reservists or Guardsmen with an MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. For more information see the Texas State Auditor's Military Crosswalk at <https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

Supplemental Information:

The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regard to TABC's and/or an employee's contribution to the Employees Retirement System. In compliance with Senate Bill 321, agencies that hire a person who has retired from the Employees Retirement System (ERS) or the Law Enforcement and Custodial Officers Supplemental Fund (LECOS) on or after September 1, 2009, are required to remit a surcharge each month the return-to-work retiree is employed. Candidates meeting these requirements will be offered a lower base salary to cover the surcharge. The Commission will conduct a criminal history and driver record check with the Texas Department of Public Safety in accordance with applicable standards on all finalists for this position. More than one position may be filled from this posting. Applicants should clearly describe on their applications how they meet the minimum qualifications for the position. Qualifications may be verified through testing. Resumes will not be accepted in lieu of the completed application. Incomplete applications may not be considered. The Immigration Reform and Control Act of 1986 require all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Alcoholic Beverage Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization; For more information, see: <https://www.e-verify.gov/about-e-verify/what-is-e-verify> Males between the ages of 18 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption there from as a condition of state employment. The Texas Alcoholic Beverage Commission adheres to the Military Preference granted in Chapter 657 of the Texas Government Code and the Former Foster Children Preference granted in Chapter 672 of Section 1, Subtitle B, and Title 6 of the Texas Government Code.

Employer

Texas Alcoholic Beverage Commission

Address

5806 Mesa Drive #165

Austin, Texas, 78731

Phone

(512) 206-3220

Website

<http://www.tabc.texas.gov>

***QUESTION 1**

Did you graduate from an accredited four-year college or university, with major coursework in business administration, computer science, management information systems, or a related field? NOTE: Please provide proof during interview.

☐ Yes

☐ No

***QUESTION 2**

Do you possess at least a minimum of eight (8) years of full-time work experience in business and/or system analysis work?

☐ Yes

☐ No

QUESTION 3

Will you be combining years of education and experience, to meet the minimum requirement of the 8 years? Please briefly explain.

***QUESTION 4**

Do you have experience in any of the following? Please list which ones. Project Management Business Analyst or Advanced System Administrator Position Eliciting Requirements User Acceptance testing and Implementation Process Workflow Analytics Lean Six Sigma Green Belt Certified Associate in Project Management (CAPM) Project Management Professional (PMP) If no, just list N/A.

***QUESTION 5**

Do you have a valid Texas Driver License?

☐ Yes

☐ No

***QUESTION 6**

Are you a prior TABC employee or worked for TABC as a contractor?

☐ Yes

☐ No

***QUESTION 7**

Do you understand that TABC will run a thorough national criminal history check and driver record check if chosen for hire?

* Required Question