



Position Title: Project Manager - Branding

Classification/Title/Salary Group: 1561 / Project Manager IV / B26

Monthly Salary: \$7,000 - \$8,000 per month, plus benefits

Position Location: Central Office - 2105 Kramer Lane, Austin, Texas

FLSA Status: Exempt

Job Requisition #: 00053875

Closing Date: November 12, 2025

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

General Description:

Performs advanced (senior-level) project management work as part of the Legal and Compliance Department reporting to the agency General Counsel. The primary duties of this position will include the development and implementation of a new statewide electronic livestock brand registration system housed at TAHC. Day-to-day work includes coordinating the planning and initiation of projects at various levels of completion, including monitoring the progress and schedule of projects. Position requires strong written and oral communication skills and will involve communicating with agency management, county clerks offices, industry stakeholders, and external customers. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Job duties may include travel, including overnight travel. May oversee project staff.

Essential Duties:

- Leads project for statewide livestock brand registration system and other agency related projects from initiation to implementation, including application development, infrastructure, modernization, cybersecurity, or cloud migration.
- Serves as subject matter expert in project management within the agency, coordinates projects across multiple departments, and ensures project needs are met with available resources.
- Develop project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
- Establishes, develops, and maintains project documentation, the process, change control systems, quality assurance, and communication plans.
- Coordinates and communicates project goals with internal departments, other statewide officials, industry partners, and stakeholders.
- Conducts and facilitates project and industry stakeholder meetings and may develop and provide training to county officials and stakeholders.
- Ensures projects meet statutory compliance including DIR (Texas Department of Information Resources) and agency-specific governance for project scope, accessibility, and security.
- Identifies and addresses risks, scope changes, or issues that may affect delivery, proactively implementing corrective actions.
- May present updates on project to leadership, industry stakeholders, and other interested parties on project status and other interests from the public.
- Assists in developing administrative rules, policies, and procedures related to assigned projects.
- Assists in drafting, developing, reviewing, and negotiating contracts and other agreements related to assigned projects.
- Assists with development of records retention policies and guidance.
- Performs other duties as assigned.



Minimum Qualifications:

- Minimum ten (10) years of experience working in project management, records management, system integration, or closely related fields.
- Experience as project lead for electronic data system implementation.
- Experience in delivering trainings to internal or external audiences.

Accredited college or university credit hours may substitute for the required experience on a year-for-year basis.

Preferred:

- Experience with animal agriculture.
- Experience with Texas Administrative Procedure Act and administrative rulemaking.
- Experience working with Texas state government agencies and county officials.

Knowledge, Skills and Abilities: Knowledge of project management theories and practices applicable to projects that are complex in scope; 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. Skill in addressing changes in scope or timing. 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 manage project activities, to establish project goals and objectives, and to identify project gaps. Ability to obtain and maintain knowledge of all pertinent laws, rules, regulations, and procedures.

IMPORTANT: The TAHC is an emergency response agency. This position plays a key role in the agency's emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

Other Requirements: Must have a valid Texas driver's license and safe driving record. Employment of selected candidates is contingent upon the receipt of an acceptable criminal background check, and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at current allowance rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

How to Apply: To submit your application for employment, click on the link below, select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete work experience, including job title, dates, employer, supervisor's contact information and a description of duties performed. If this information is not submitted, your application may be rejected and be considered incomplete. Resumes do not take the place of this required information, however, may serve as supplemental information.

[CAPPS JOB SEARCH](#)

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The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans



TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

JOB ANNOUNCEMENT

with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.