TEXAS HISTORICAL COMMISSION

Job Vacancy Notice

Position Title: Program Coordinator, Courthouse Preservation Program

Classification Title: Architect IV or Program Supervisor VI
(Commensurate with experience, skills, and licensure)

Job Posting Number: 27-17

Salary: $8,200.00- $9,548.00/month, Architect IV
$7,300.00-$8,200.00/month, Program Supervisor VI

Salary Group/Class#: B-28/2268 for Architect IV
B-25/1588 for Program Supervisor VI

FLSA: Exempt

Opening Date: TBD

Closing Date: Until filled

Duration: Regular/Full-time

Hours/Week: 40

Work Location Address: Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Provide leadership to Texas Historical Commission's Courthouse Preservation Program in the Division of Architecture, which includes the agency's award-winning courthouse grant program, the Texas Historic Courthouse Preservation Program. Since 1999, this nationally renowned, state-funded program has administered over $500 million in grants, assisting over 100 courthouses. In addition to providing grants, the program works in partnership with counties across the state to maintain courthouses through its Texas Historic Courthouse Stewardship Program. Program staff also provide project review of courthouses and other historic structures on the courthouse square under federal and state preservation laws. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

The selected candidate will oversee the daily operations and activities of the Courthouse Preservation Program by managing a team of four or more full-time professionals and a program specialist. The Program Coordinator serves as a liaison to the Division Director, in cooperation with three other program coordinators within the division.

ESSENTIAL DUTIES:

1. Coordinate the Texas Historic Courthouse Preservation Program's application, project selection and grant management processes. Establish program goals and objectives in accordance with the program's laws, rules, policies and procedures, and the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, with primary focus on Restoration Treatment. Develop and implement the program's policies and procedures as the grant program evolves. Establish priorities, schedules, and standards for achieving program goals, while coordinating and evaluating program activities.
2. Serve as team lead for the courthouse program project reviewers and administrative staff. Provide guidance and training to staff on technical review, program policies, and grant management, and ensure consistency across the work of the team. Select and interview candidates for vacant positions. Plan, assign, supervise, and evaluate the work of program staff.

3. Oversee the Texas Courthouse Stewardship Program educational and outreach activities and provide data to the Friends of the THC for purposes of obtaining private funding for this program. Provide guidance in historic facility maintenance best practices.
4. Oversee the regulatory review and permitting of county courthouses under the Antiquities Code of Texas (Texas Administrative Code, Title 13, Part 2, Chapter 26) and Texas Courthouse Law (Texas Government Code, Section 442.008), and Recorded Texas Historic Landmarks (RTHL) designation. Work cooperatively with the Federal and State Review Program to oversee review of courthouses under Section 106 of the National Historic Preservation Act (NHPA).
5. Oversee the management and enforcement of preservation easements on historic county courthouses. Assist in the development and implementation of easement policies and procedures as the division's easement program evolves.
6. Develop written and visual content for the agency website, publications, promotional displays, and special exhibits on the courthouse program, and work with staff in the Marketing and Public Relations Division to produce them.
7. Provide public presentations and training at statewide and national conferences to educate the public, elected officials, and professionals about the program.
8. Provide high-level technical assistance to agency staff, governmental agencies, community organizations, and the general public.
9. Work with community and professional groups to coordinate, improve, and stimulate interest and participation in the agency's courthouse preservation program.
10. Obtain and track various forms of program data for the purposes of agency reporting to the legislature and other state agencies.
11. Oversee the development, review, and revision of legislation pertaining to the courthouse program, including development of legislative budget requests.
12. Identify areas of needed change and make recommendations to the Division Director. When necessary, develop revisions to program policies and procedures, including through changes to agency administrative rules (Texas Administrative Code, Title 13, Part 2, Chapter 12 and Chapter 17.2).
13. Represent the courthouse program at meetings, hearings, trials, conferences, and seminars or on boards, panels and committees at the discretion of the Division Director.
14. Develop agenda items, supporting materials, and presentations for the Commission and the Antiquities Advisory Board, as needed.
15. Maintain program policy and procedure guidance documents.
16. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgement.
17. Adhere to established work schedule with regular attendance.
18. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

19. Perform other duties as assigned.

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

- Master's degree in historic preservation, architectural history, or a closely related field; or a professional degree in architecture or a closely related field from a National Architectural Accreditation Board (NAAB) accredited college or university (or a comparable internationally accredited professional architecture degree) with coursework in historic preservation;
- Minimum five years' full-time professional experience in historic preservation, including review or creation of detailed investigations of historic structures, historic architectural research, and production or review of construction drawings and specifications for preservation projects;
- Demonstrated experience with architectural procedures, including in-depth application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Ability to maintain the security or integrity of the critical infrastructure;
- Demonstrated public speaking and writing skills; and
- Required to travel up to 20% of the work period.

PREFER:

- Seven or more years' full-time professional experience in historic preservation, including in-depth administration of historic restoration planning and construction projects;
- Experience managing and administering a grant or other incentive program;
- Experience administering commercial-scale construction projects;
- Experience applying best practices in historic facility maintenance;
    - Experience supervising or leading staff by effectively training and mentoring, delegating tasks, assigning reasonable timelines, coaching team members on quality, and holding team members accountable for work production;
- Leadership experience with a team of architects, designers, planners, administrators, and/or architectural historians;
- Experience with public agency administrative best practices including human resources, procurement, grant administration, and project management; and
- Knowledge of and experience with Texas Historical Commission review procedures and policies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of architectural principles, techniques and procedures;
- Knowledge of historic and modern building materials and construction methods;
- Knowledge of state and federal laws related to historic preservation;
- Knowledge of building codes, accessible design, and sustainability;
- Skill in interpreting architectural construction drawings and specifications;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully to change, while continuing to deliver quality results in a timely manner;
- Ability to plan, organize and work independently, within the framework of a diverse team environment with cooperative decision-making;
- Ability to communicate with others using sensitivity, tact, and diplomacy;
- Ability to work in partnership with government officials;
- 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.
- If applying as an architect, you must hold an active architectural license with the Texas Board of Architectural Examiners (TBAE).

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a state building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. In addition to office work, duties will include evaluating historic structures, which may involve entering attics, crawlspaces, and other dark, damp, or confined spaces, as well as climbing ladders, using boom lifts, and walking on roofs. Work may involve extended periods working outdoors in hot or cold conditions. Work includes visiting active construction sites where loud noises, dust, and uneven walking surfaces may be encountered. 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 often required. This position attends and sometimes presents at conferences, meetings, and workshops, requiring evening and weekend work hours.

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_EngineeringandDesign.pdf
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.

Applicants must be eligible to work in the United States without requiring sponsorship.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER