



ADMINISTRATION

The THC's Administration handles all agency administrative functions for Austin offices and all state historic sites across Texas. Services include public communications, human resources, benefits, financial, contracts and purchasing, fleet, and information technology.

FINANCE AND ACCOUNTING DIVISION ACCOUNTING

THC accounting staff is responsible for accounting, budgeting, and financial reporting. The staff:

- interprets statewide accounting policies, procedures, and statutes
- provides guidance to staff and management
- manages the accounting for state and federal grants
- reviews and processes vendor payments
- reconciles the revenues and billings for historical markers, courthouse grants, and the preservation trust fund
- invoices and deposits revenue from bond issuances, federal funds, and grants.

The accounting staff assists agency staff and commissioners in following state travel regulations; processes employee reimbursement for travel expenses; processes the business travel accounts for airfare and car rentals; processes monthly payrolls; and prepares monthly and quarterly payroll reports. The staff prepares the annual operating budget and budget reports for management; develops quarterly reports for Commission meetings; and monitors appropriations and revenue collections. The accounting staff prepares the annual financial report, federal grant reports and applications, legislative appropriation requests; develops quarterly legislative budget reports; and other legislatively required financial reports.

CENTRALIZED ACCOUNTING AND PAYROLL/PERSONNEL SYSTEM (CAPPS)
Staff has oversight of the configuration and the maintenance of the Centralized Accounting and Payroll/Personnel System (CAPPS). The system administrator supports all functions of CAPPS Financials from security to requisitions/Purchase order, payment, and general ledger maintenance. The system administrator also oversees the commitment accounting portion in CAPPS HR and advises the Human Resources (HR) team on proper action with unusual position management scenarios. The division also trains new users in CAPPS Financials and HR.

PROPERTY MANAGEMENT

Staff maintains state property records; updates the State Property Accounting system; performs the annual physical inventory; and coordinates property disposal in accordance with state surplus property guidelines.

PURCHASING AND CONTRACT SERVICES DIVISION PURCHASING

THC purchasing staff interprets laws and regulations; provides staff and management with guidance with regard to purchasing; purchases on term contracts; processes spot purchases; issues purchase orders; notifies staff when purchases are received; and processes Texas Department of Information Resources (DIR) information technology orders.

The purchasing staff interprets, develops, and manages contracts; prepares and evaluates requests for proposals; evaluates bids and awards contracts; and reports contracts on the agency website and Legislative Budget Board State Contract system.

FLEET MANAGEMENT

Staff maintains the agency's fleet records; coordinates fleet maintenance for the Austin headquarters motor pool; and takes responsibility for the Comptroller's Texas Fleet Management System vehicle use reports.

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) PROGRAM

The division also manages the THC's Historically Underutilized Businesses (HUB) Program, which promotes full and equal business opportunities for all Texas-certified HUBs to remedy disparity in state procurement and contracting. In procuring goods and services through contracts, the THC makes a good-faith effort to meet or exceed statewide goals for HUB participation for the contracts that the agency expects to award in any appropriation year.

COMMUNICATIONS DIVISION

The agency's Communications Division handles all channels of the agency's public communications, including the website (thc.texas.gov), social media, email outreach, media relations, publications, and all issues related to agency branding and messaging. Some of the key responsibilities of the division include:

- Focusing on engagement to activate agency audiences to become more involved in historic preservation
 - Publicizing agency programs, including state historic sites, heritage travel, and the Texas History Navigator app
 - Providing media and public relations services
 - Managing all agency social media, engagement plans, and email newsletters
 - Maintaining and improving the agency website, most of the websites for the 38 historic sites, and TexasTimeTravel.com.
 - Developing, designing, and publishing The Medallion agency magazine, brochures, advertisements, invitations, and other collateral
 - Creating videos, photography, infographics, and other digital media
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HUMAN RESOURCES SECTION

This section administers the agency's human resources management programs, such as recruitment and selection, compensation, classification, onboarding, benefits, workers' compensation, and internships. It also administers the agency's personnel system and ensures compliance with state and federal laws and regulations.

INFORMATION TECHNOLOGY SECTION

This section is responsible for maintaining all agency information technology (IT), including computers, networks, servers, and some web resources such as the Texas Historic Sites Atlas, eTRAC, listservs, and some mapping/GIS programs. Staff provide troubleshooting and resourcing support to agency staff on IT issues.

HOW TO REACH US

Staff members are available to answer questions and provide preservation assistance. Please contact us at:

Phone: 512-936-0857

Fax: 512-475-4872

Email: thc@thc.texas.gov



thc.texas.gov