

Texas Historical Commission Job Vacancy Notice

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| Position Title: | Tax Credit Program Specialist (Temporary thru 08-31-2019 with possible permanent status contingent upon availability of future funding) |
| Classification Title: | Program Specialist III |
| Job Posting Number: | 19-19 |
| Salary: | \$3,900.00-\$4,700.00/month |
| Salary Group/Class#: | B19/1572 |
| FLSA: | Exempt |
| Opening Date: | 11/20/2018 |
| Closing Date: | Until filled |
| Duration: | Regular, Full-time |
| Hours/Week: | 40 |
| Work Location Address: | Architecture, Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701 |

JOB OBJECTIVE: Perform complex architectural assistance and preservation work related to the state and federal historic tax credit programs within the Division of Architecture (DOA) at the Texas Historical Commission (THC). Work involves reviewing program applications for compliance with the Secretary of the Interior's Standards for Rehabilitation; providing technical and consultative assistance regarding program rules and requirements with applicants and members of the public; and assisting with program administration and promotion. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Review architectural projects under the Texas Historic Preservation Tax Credit program for conformance to the Secretary of the Interior's Standards for Rehabilitation and the program rules. Communicate conditions for approval and recommendations for approval or denial of project.
2. Review architectural projects under the Federal Investment Tax Credit program for certified rehabilitations in conformance to the Secretary of the Interior's Standards for Rehabilitation and the program rules. Communicate conditions for approval and recommendations for approval or denial of project.
3. Provide technical consultation to applicants, potential applicants, professional consultants, other governmental agencies, and members of the public regarding the Standards for Rehabilitation, application requirements, and program rules, via email, telephone, and in-person meetings and site visits.
4. Meet, in an office or field setting, with architects, professional consultants, owners, government officials, and others as necessary to assess building conditions and understand the programmatic requirements, applicable building codes, and other factors that influence the design of a proposed project.
5. Negotiate with architects, professional consultants, owners, government officials, and others as necessary to achieve satisfactory resolution to disputes over project scope and/or compliance with program rules.
6. Communicate regularly with the National Park Service Technical Preservation Services to understand standardized program and architectural issues, seek preliminary guidance on potential projects, and advise the NPS of situations or concerns with federal tax credit projects.
7. Work in close coordination with program team, Architecture Division Director, THC Executive Director, and the National Park Service on high profile and complex projects as needed.
8. Coordinate with other THC staff, divisions, and programs on the tax incentives programs to support common goals for economic development.

9. Prepare written materials related to the historic tax credit programs, including descriptions of completed projects, technical guidance, and informational articles for THC publications and the THC website and social media accounts.
10. Assist with basic program administration in coordination with program team members, including maintaining physical and digital files, updating program database, updating program webpages, and preparing program reports.
11. May prepare and present workshops or conference sessions for communities, professional groups, or developers on the tax credit programs.
12. May communicate with local and regional preservation organizations to promote the program and program accomplishments.
13. Adhere to established work schedule with regular attendance.
14. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

15. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from an accredited four-year college or university with a degree in Architecture, Historic Preservation, Building Science or a closely related field;
- Minimum three years of professional work experience with (1) at least one year of graduate study in architectural preservation, preservation planning, or closely related fields; or (2) at least one year of full-time professional experience on historic preservation projects.;
- Demonstrated understanding of architectural procedures and knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Graduation from an NAAB accredited college or university with a professional Bachelor's or Master's degree in architecture;
- Five years of full-time professional experience on historic preservation projects;
- Experience with other state tax credit programs or the federal tax credit program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- 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.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. 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. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. Travel required, occasionally overnight, traveling by plane or car, and frequently driving for long distance.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. 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:

http://www.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.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**