Texas Historical Commission
Job Vacancy Notice

Position Title:	Regional Reviewer, Division of Architecture
Classification Title:	Program Specialist III
Job Posting Number:	19-24
Salary:	$4,000.00-$4,700.00/Month
Salary Group/Class#:	B19/1572
FLSA:	Exempt
Opening Date:	1/18/2019
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: Perform complex architectural assistance work and advanced preservation work related to regional project review in the Division of Architecture. Work involves performing architectural review work (technical and consultative assistance) in an office and field setting. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Provide technical assistance on preservation, rehabilitation and restoration of historic properties.
2. Perform on-site consultation with the public, architectural consultants and government officials regarding appropriate preservation techniques.
3. Review construction projects in the areas of Section 106 of the National Historic Preservation Act, the Antiquities Code of Texas, Recorded Texas Historic Landmarks, State Antiquities Landmarks, and preservation easements and covenants.
4. Administer Texas Preservation Trust Fund grants.
5. Advise the building owners and architects regarding compliance with the Americans with Disabilities Act and Texas Accessibility Standards as implemented in historic buildings.
6. Participate in conferences and workshops and speak to communities and professional groups about the Texas Historical Commission's programs to encourage participation.
7. Serve as a liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.
8. Develop agreement documents.
9. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
10. Adhere to established work schedule with regular attendance.
11. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

12. Perform other duties as assigned.

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

- Master's degree in architecture, architectural history, historic preservation or a closely related field, or a professional 5-year Bachelor of Architecture degree in architecture from a National Architectural Accreditation Board (NAAB) accredited architecture program;
- Minimum three years of professional work experience on historic preservation projects in the private or public sector, in a preservation non-profit organization or university program;
- Experience in applying the Secretary of the Interior's *Standards for the Treatment of Historic Properties;*
- Experience working directly with architects and/or property owners to develop treatment recommendations, monitor activities and execute historic preservation projects;
- 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:

- Experience providing technical information and/or preparing plans, specifications and/or reports for historic preservation projects;
- Regulatory project review experience related to the National Historic Preservation Act, applicable state laws or local preservation ordinances;
- Meet National Park Service Professional Qualifications Standards for historical architect (36 CFR Part 61);
- Work experience with disaster recovery and/or FEMA review and compliance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of architectural principles, techniques and procedures;
- Knowledge of historic building materials and assembly methods;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in interpreting architectural plans and specifications;
- 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 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. May involve travel, occasionally overnight, traveling by plane or car, and frequently driving for long distances.

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