

Texas Historical Commission Job Vacancy Notice

Position Title: Director, Archeology Division
Classification Title: Director I
Job Posting Number: 19-64
Salary: \$7,500.00 - \$8,750.00/monthly
FLSA: Exempt
Salary Group/Class #: B26/1620
Opening Date: 08/01/2019
Closing Date: Until Filled
Hours/Week: 40
Duration: Regular, Full-time
Work Location Address: 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: The Texas Historical Commission (THC) is the state agency for historic preservation. Agency leadership consists of a Governor-appointed commission, an Executive Director, two Deputy Executive Directors and six Division Directors. The subject position is the Director of Archeology with direct responsibility for the programs administered by that division and for the approximately 15 staff positions deployed in that Division. This position reports to the Executive Director.

ESSENTIAL DUTIES:

1. Serve as Deputy State Historic Preservation Officer for the agency under the provisions of the National Historic Preservation Act of 1966.
2. Serve as Director of the Archeology Division.
3. Serve as State Archeologist under the provisions of Texas Government Code Section 442.007.
4. Oversee and direct the following division programs: (1) the review of projects under Section 106 of the National Historic Preservation Act and the Texas Antiquities Code; (2) certification of museums and repositories under the state's Curatorial Facility Certification Program; (3) protecting and investigating historic shipwrecks in the state through a marine archeology program; (4) protecting sites on private land through the public archeology program involving the Texas Archeological Stewardship Network, Texas Archeology Month and the Historic Texas Lands plaque programs; and (5) major archeological investigations at sites identified by the agency's commission as warranting the agency's direct involvement .
5. Lead and enhance a multidisciplinary staff of archeologists, program specialists and administrative staff, inspiring them to be creative and innovative in how they approach their jobs.
6. Serve as the primary liaison to the Governor-appointed Commission on all the above program areas.
7. Develop, manage and evaluate the division budget.
8. Work with other agency staff on improvements to the agency's online regulatory tracking system and digitization of the agency's archeological reports and related resources.
9. Oversee completion of the technical book on the THC's Fort St. Louis project.
10. Participate in the review of applications for grants from THC to support archeological projects.
11. Work with the Friends of the Texas Historical Commission in their efforts to raise funds to support division projects and programs.
12. Work constructively with the commissioner appointed to chair the committee overseeing the division's activities.
13. Maintain a productive, team-oriented work atmosphere by staying involved in the daily functions of the division when necessary and appropriate. Communicate with and set a good personal example for the staff to develop

professionally.

14. Communicate often and effectively with the Executive Director. Keep him/her informed about issues affecting the division and its operation.
15. Involve the Executive Director when issues are sensitive to external customers or involve policy questions. Share concerns and opportunities for improvements with the Executive Director.
16. Handle special assignments relative to certain state agencies and other partner organizations.
17. Report regularly to the Executive Director on issues relative to those assignments and make recommendations for improved cooperation and interaction.
18. Present division update by PowerPoint at quarterly meetings of the commission and at committee meetings.
19. Assist in developing and implementing the agency's strategic plan, including the State Historic Preservation plan.
20. Work across division lines, helping to support the work of other divisions whenever possible.
21. Provide program consultative and technical assistance to agency staff, governmental agencies, community organizations and the general public.
22. Work with and speak to community and professional groups to coordinate, improve and stimulate interest in the agency and THC's architectural programs.
23. Oversee the development, review and revision of legislation pertaining to the Archeology Division.
24. Oversee special investigations, research studies and internal audits.
25. Plan, implement, coordinate, monitor and evaluate division's policies and procedures.
26. Identify areas of needed change within the division and make recommendations to improve operations and IT systems.
27. Represent the agency and Archeology Division at meetings, hearings, trials, conferences, and seminars or on boards, panels and committees.
28. Develop agendas and supporting materials for the Commission's Archeology Committee, and attend and provide guidance at all meetings of that committee and of the Commission.
29. Provide program consultative and technical assistance to agency staff, governmental agencies, community organizations, and the general public.
30. Work with and speak to community and professional groups to coordinate, improve, stimulate interest in the agency and the THC's archeological programs.
31. Represent the agency and Archeology Division at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.
32. Administer the international Treaty of the Conservation and Exhibition of the La Belle shipwreck.
33. Assist division staff in their day-to-day operations. Address programmatic issues as they arise.
34. Adhere to established work schedule with regular attendance.
35. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

36. Perform other duties as assigned.

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

- Graduation from an accredited college or university with a Master's degree or higher in Anthropology, Archeology or closely related field;
- Minimum ten years of professional experience in positions of increasing responsibility overseeing archeological programs similar to those administered by this agency;
- Work experience in supervising or leading a team to successfully achieve program results, including experience establishing organizational and employee goals and expectations;
- Experience making public presentations and demonstrate an ability to work with people at all levels of professional expertise in the agency's programs (including architects, archeologists, historians, interpretive specialists, curators, etc.);
- Experience conducting employee coaching and counseling, and managing operational and employee performance;
- 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:

- Significant supervisory experience;
- State or federal agency employment experience;
- Familiarity with archeological resources in the state of Texas;
- Experience with public agency administrative best practices including Human Resources, procurement and project management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal laws and regulations such as Section 106 of the National Historic Preservation Act and Native American Graves Protection Act;
- Knowledge of state laws and rules such as the Antiquities Code of Texas and Chapter 711 (of the Health & Safety Code of Texas, pertaining to cemeteries);
- Knowledge of archeological field investigations, laboratory analysis, comprehensive technical report writing and Arc-GIS experience;
- Excellent leadership, management and strategic planning skills;
- Effective verbal and written communication, human relations, interpersonal and organizational skills;
- Effective critical thinking skills;
- Knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Knowledge of archeological theory, methods, and procedures;
- Knowledge of principles and best practices used in the care of archeological collections and records.
- Knowledge of local, state, and federal laws and regulations relevant to the division's program areas and of the principles of public administration and management;
- 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 interact with the public, avocational archeologists and owners of archeological sites;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to handle situations with sensitivity, tact and diplomacy;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- 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: This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin 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 to work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

REMARKS (Application procedures, Special requirements): Please submit a resume or State of Texas application to the Director of Human Resources at Jada.Louhela@thc.texas.gov.

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