

Texas Historical Commission

Job Vacancy Notice

Position Title:	Special Projects Coordinator, Texas Main Street Program
Classification Title:	Project Manager I
Job Posting Number:	20-11
Salary:	\$4,300.00-\$5,000.00/month
Salary Group/Class#:	B20/1558
FLSA:	Exempt
Opening Date:	11/08/2019
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	1304 Colorado, Austin, Texas 787011

JOB OBJECTIVE: This position is a key part of the agency's Texas Main Street Program, a preservation-based downtown revitalization effort with a nearly 40-year track record of assisting Texas communities. The TMSP supports selected communities across the state with revitalizing their historic downtowns through historic preservation and developing a positive economic climate locally. The program provides services to spur preservation-based projects so that local, small-scale, and high-quality business and real estate development becomes more achievable in historic Texas downtowns. The program seeks to revitalize historic downtowns of Texas through advanced place making techniques. The team actively supports communities in their effort to renew small town cores as walkable, economically viable places with an improved quality of life. The place-driven and market-informed approach combines the latest thinking in urban planning and design, incremental development, and economic analysis to inspire, teach, activate, and support local governments, developers and business owners in the creation of meaningful and sustainable environments.

The Special Projects Coordinator will initially provide daily project management for the DowntownTX.org which is an online building inventory for Texas downtowns featuring historic property listings in 93 communities. The software was conceptualized and developed by the Texas Historical Commission to increase and influence the market exposure of available historic properties in downtowns across Texas. The purpose is to attract community-minded entrepreneurs and investors who value historic architecture and appreciate the special qualities of each place. DowntownTX.org serves as a matchmaking platform for buildings, making it easier for these people to find, invest in and enhance historic buildings and places. Besides featuring investment opportunities in the context of the community, the site also highlights incentives, provides a direct connection to the correct local contacts and clarifies the local development process. As a complete inventory with historic building information across more than 18,000 parcels; history lovers and old building enthusiasts are welcome just to browse as well.

Under the direction of the State Coordinator, the Special Projects Coordinator will provide appropriate project management to the DowntownTX tools and website and facilitate community outreach and training for the site. Project management and coordination will include oversight of the third-party web developers hosting and improving the site as well as management of the grant(s) providing some of the project funding. Specific, technical knowledge of web development is not necessary for this position. The Special Projects Coordinator will help the agency coordinate branding, training, licensing, and expansion of the tools.

The Special Projects Coordinator will assist the Main Street team with managing other projects, events, and initiatives as the need arises. This may include tours of the new participating communities by the First Lady of Texas, regular statewide training

sessions, and the upcoming national Main Street Now Conference. In the future this position may implement and help coordinate a new affiliate level Main Street program for Texas.

This position works with other members of the Main Street team, including architecture and economic development professionals as well as design, organization, and small business marketing specialists from the program.

Work involves coordinating the planning and initiation of projects at various levels of completion; monitoring the progress and schedule of projects; and communicating with project stakeholders, management, and other relevant parties. May assign duties and responsibilities and coordinate the work of project staff.

The Project Manager job classification series is intended for employees that are responsible for the successful initiation, daily oversight, and delivery of projects. Project managers are typically responsible for leading the project lifecycle from project initiation through completion. The Special Projects Coordinator works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Travel to Main Street cities to train managers individually on the DowntownTX tool and how to upload and maintain their information.
2. Develop and update training materials provided to participating communities.
3. Assist with and oversee the data entry and quality control for cities using the software.
4. Manage and scope contracts for additional technology or graphic improvements with the software developers.
5. Continue development of DowntownTX capabilities and user features necessary to integrate Main Street reporting into the system, including as appropriate and feasible coordination with partners interested in licensing the software tools.
6. Coordinate the state contributions to the local Imagine the Possibilities Tours, providing the overarching guidance and coordination.
7. Work in a targeted fashion to connect with real estate and small-scale, development-oriented partners to advance the awareness and reputation of DowntownTX.
8. Develop and implement methods for increasing the motivation of cities to “join” DowntownTX.org and to motivate the regular updating of information in the system among all participating cities.
9. Provide information about community development issues to local officials, public and private building owners, Main Street boards, and the general public.
10. Pursue knowledge of economic, market, and preservation issues, techniques, and trends for their potential ramifications on Main Street communities and property owners.
11. Conduct research and special studies, reducing facts to specific findings, and recommend solutions.
12. Coordinate, plan, and evaluate projects using accepted project management methodologies.
13. Coordinate project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
14. Monitor and manage project cost to ensure that the project is completed within budget.
15. Monitor and manage project quality to ensure that project deliverables are acceptable and fulfill the terms of the project contract or specifications.
16. Communicate project methodology and processes to interested groups and team members.
17. Compile and distribute project information, project status reports, and project budget expenditures; provide regular updates to management, project teams, and others of project status and related issues.
18. Coordinate and respond to requests for changes from the original specifications.
19. Assist in developing project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
20. Assist in initiating projects, obtaining authorization and commitment, and demonstrating business need and project feasibility.
21. Assist in developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
22. May review and recommend proposals and bids to management.
23. May identify potential project risks and difficulties and design strategies to mitigate or avoid them.

24. May assign duties and responsibilities and coordinate the work of project staff.
25. Participate in semi-annual, statewide training for Main Street Managers.
26. Make public presentations at trainings for managers, Main Street boards, and city staff/elected officials and the general public as appropriate.
27. Exhibit enthusiasm and passion for historic preservation principles encouraging a high standard of excellence in Main Street communities.
28. Adhere to established work schedule with regular attendance.
29. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

30. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment and the mission or the program and agency; such as architectural history, planning, community development, or historic preservation;
- Experience in project management in relevant areas of project assignment;
- Experience training and teaching others in the use of complex systems;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 15% of the work period.

PREFER:

- Master's degree with major coursework or significant experience in community, economic, or urban real estate; development, small business development or related field;
- Combination of knowledge or experience in community or downtown revitalization and historic preservation;
- Familiarity and experience with the national Main Street Four-Point Approach®;
- Coursework or PMP certification.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of project management theories and practices applicable to limited-scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken;
- Skill in project management monitoring and in the use of a computer and applicable software;
- Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff;
- Knowledge of development and historic preservation principles associated with downtown or community revitalization;
- Excellent verbal and written communication, human relations and organizational skills;
- Skill in effective public speaking;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in using computers and applicable software;
- Ability to assess project feasibility;
- 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: 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, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

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.

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AFFIRMATIVE ACTION EMPLOYER**