Texas Historical Commission
Job Vacancy Notice

Position Title:	Assistant State Coordinator, Texas Main Street Program (TMSP)
Classification Title:	Program Specialist III
Job Posting Number:	20-17R
Salary:	$4,300.00-$4,800.00/month
Salary Group/Class#:	B19/1572
FLSA:	Exempt
Opening Date:	3/11/20
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: This position is a key member of the Texas Main Street Program (TMSP), a downtown revitalization effort with a nearly 40-year track record of assisting Texas communities of various sizes. Under the direction of the State Coordinator, work involves providing a variety of complex consultative services and technical assistance to 90 historic downtowns of the state program. Responsibilities include working with local Main Street programs, their boards and to help them grow and maintain economically vital downtowns and maintain strong Main Street organizations under the preservation-based foundation of the national Main Street Four Point Approach™. Primary responsibilities are to provide training to local programs; and logistical and planning duties related to various TMSP events, projects, and administrative tasks. Relative to knowledge, skills and abilities, the Assistant State Coordinator may also work directly with local programs and other staff members of the TMSP on projects to help grow entrepreneurship in Main Street districts; develop program leadership and capacity; and/or increase the visibility and image of the Main Street district. This position works with other members of the program team, including organizational, architectural, economic development and city planning professionals. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

Training and Technical Assistance

1. Provide individualized training and technical services to designated Main Street communities in Texas in the general areas of the Four Point Approach™ of the Main Street model.
2. Communicate preservation and organizational concepts, THC procedures and Main Street methods.

Event Coordination

3. Plan and manage of a variety of events during the year, including a series of annual tours to newly designated Main Street communities, with related ceremonies and receptions; and at least one annual professional development meeting of participants in the Texas Main Street network.

Project Coordination

4. Includes, but is not limited to, the annual application process for designation; the monthly network e-publication *Main Street Matters;* resource teams to newly designated Main Street communities; and other duties necessary to the professional operation of the TMSP.
5. Manage the content and creative aspects of the online resource library.
6. Working with the state coordinator and host city, plan, organize, and assist with special projects; as needed.

General

7. Pursue knowledge of preservation, organizational, and promotional issues, techniques, and trends for their potential ramifications on Main Street communities and organizations.

8. Recommend and coordinates activities to produce a more effective program at the local level.
9. Provide consultative services and technical assistance to plan, implement, and monitor effective programs and services.
10. Exhibit enthusiasm and passion for historic preservation principles encouraging a high standard of excellence in Main Street communities.
11. May train others.
12. Serve as an ex-officio board member of the Texas Downtown Association.
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 (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with degree or major course work in a field relevant to the assignment; such as liberal arts, economic or small business development, public administration, communications, organizational management, planning or a related field (two years of relevant work experience related to the essential duties may substitute for one year of college);
- Minimum one-year work experience in small business or community development work, organizational management, business planning, economic development or other relevant area;
- Work experience training and making public presentations to wide-ranging audiences;
- 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:

- Background in the work of Main Street/the National Four Point Approach™;
- Minimum three-year's work experience in small business or community development work, organizational management, business planning, economic development or other relevant area.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of historic preservation, community development, and downtown revitalization;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in applying social media marketing to small independent businesses and local programs;
- 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 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 close 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 work extended periods at a computer, and may require working extended hours and some evenings and weekends, 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.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER