

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Antiquities Code Program Specialist  
**Classification Title:** Program Specialist II  
**Job Posting Number:** 20-30  
**Salary:** \$3,800.00-\$4,300.00/Monthly  
**Salary Group/Class#:** B18/1571  
**FLSA:** Exempt  
**Opening Date:** 04/14/2020  
**Closing Date:** Until filled  
**Duration:** Regular, Full time  
**Hours/Week:** 40 Hours  
**Work Location Address:** 108 West 16<sup>th</sup> Street, Austin, TX 78701

**JOB OBJECTIVE:** Perform technical, administrative assistance and project coordination work for the Archeology Division (AD) staff of the Texas Historical Commission (THC). Work involves project coordination and tracking; special project development and implementation, database management and maintaining project filing systems for the Archeology Division. Work involves interaction with property owners and public officials, consultants, other organizations and the public. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

### **ESSENTIAL DUTIES:**

1. Assist regional archeologists and THC staff with the filing of State Antiquities Landmarks (SAL) nominations.
2. Coordinate, attend and provide support for official meetings of the Antiquities Advisory Board and THC Archeology Committee at Quarterly Meetings of the Texas Historical Commission.
3. Prepare minutes and maintain meeting files.
4. Assist with formatting AD rules, submission to Texas Register and monitoring of rules acceptance or revisions.
5. Coordinate digitization and integration of AD records with eTRAC and Texas Archeological Sites Atlas.
6. Assist in the processing of held-in-trust documentation, certification applications, and annual facility reports, and update associated databases in support of the Curatorial Facilities Certification Program (CFCP).
7. Assist AD staff with updating and maintaining program web pages and social media.
8. Respond to inquiries regarding technical program or administrative regulations, policies, and procedures.
9. Process and mail out public requests for copies.
10. Provide back-up telephone and administrative support to the division's office manager, as needed.
11. Assist with meetings, to include reserving rooms and equipment, scheduling attendees, set up, attending meetings and taking notes and preparing meeting summaries/minutes.
12. Adhere to established work schedule with regular attendance.
13. Follow all THC safety guidelines/procedures and ethics requirements.

### **NON-ESSENTIAL DUTIES:**

14. Perform other duties as assigned.

### **QUALIFICATIONS/REQUIREMENTS:**

- Graduation from an accredited four-year college or university with a degree in archeology, history, public history or closely related field;
- Minimum two years' work experience providing technical assistance or project support work;

- Work experience preparing and analyzing technical reports;
- Experience developing and maintaining file systems and databases;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

**PREFER:**

- Experience in the public sector and/or experience with application processing and tracking;
- Experience in archeology or related discipline.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Microsoft Office Suite including a strong working knowledge of Excel and Access;
- Knowledge of local, state, and federal laws as related to AD programs;
- Effective verbal and written communication, human relations and organizational 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 implement new systems and procedures to evaluate efficiency and effectiveness;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- 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 train others;
- 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 work extended periods at a computer, and may require working extended hours and some evenings and weekends, as needed.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texaskillstowork.com](http://www.texaskillstowork.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**