

Job Vacancy Notice

Position Title:	Project Reviewer, History Programs Division/Division of Architecture
Classification Title:	Environmental Protection Specialist III/IV dependent on skills and experience
Job Posting Number:	20-32
Salary:	\$3,764.00 - \$4,850.00/Monthly
Salary Group/Class#:	B20/2653 Environmental Protection Specialist III or B22/2654 Environmental Protection Specialist IV
FLSA:	Exempt
Opening Date:	05/13/2020
Closing Date:	Until filled
Duration:	Regular, Temporary (2–4 years)
Hours/Week:	40
Work Location Address:	Luther Hall, 105 West 16 th Street, Austin, TX 78701

JOB OBJECTIVE: Perform compliance review under Section 106 of the National Historic Preservation Act of 1966, as amended, for determinations of eligibility for the National Register of Historic Places (NRHP) and assessments of effect for projects with involvement by various federal, state, and/or local entities, primarily related to statewide disaster recovery efforts. Perform advanced historical research and architectural preservation work related to project review in the History Programs Division and the Division of Architecture. Perform 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. Review proposed construction projects subject to Section 106 of the National Historic Preservation Act under an expedited schedule for statewide disaster recovery efforts. Consult with federal agencies, responsible entities, and other consulting parties to make determinations of NRHP eligibility, assess the effect of projects on NRHP-eligible properties, and resolve any adverse effects to historic properties.
2. Determine NRHP-eligibility for non-archeological properties statewide. Apply NRHP criteria to a wide array of property types. Review and perform advanced historical research.
3. Provide technical assistance on preservation, rehabilitation, and restoration of historic properties. Perform on-site consultation with the public, consultants, and government officials regarding appropriate preservation techniques.
4. Serve as a liaison to agency staff, government agencies, community organizations, consultants, project professionals, and the general public to explain and provide technical assistance on program specifics and requirements. Requires close coordination with the Federal Emergency Management Agency (FEMA), the National Park Service, and the Texas General Land Office (GLO). Work with local, state, and national preservation-related organizations.
5. Develop agreement documents and resolve adverse effects to historic properties in accordance with existing Programmatic Agreements with FEMA and GLO.
6. Administer grants under the Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund (HIM-ESHPPF) program.
7. Participate in conferences, trainings, and workshops and speak to communities and professional groups about the Texas Historical Commission’s programs to encourage participation.

8. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program information and reports.
9. Requires close coordination with program staff, Division Directors, the THC Executive Director, and the National Park Service on high-profile and complex projects as needed.
10. May assist in developing and updating agency website and social media content.
11. Extensive writing, researching, editing, public contact, and public speaking.
12. Write, process, and/or present National Register nominations.
13. Administer Texas Preservation Trust Fund grants.
14. Review construction projects under the Antiquities Code of Texas, Recorded Texas Historic Landmarks regulations, and State Antiquities Landmarks regulations.
15. Advise building owners and architects regarding compliance with floodplain regulations, disaster resiliency, the Americans with Disabilities Act, and the Texas Accessibility Standards as implemented in historic buildings.
16. Adhere to established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. Perform other duties as assigned.

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

- Master's degree in historic preservation, architecture, architectural history, history, or a closely related field;
- Minimum two years of professional work experience on historic preservation projects in the private or public sector, for a preservation non-profit organization, or for a university program;
- Meet the Secretary of the Interior's Historic Preservation Professional Qualifications Standards in History, Architectural History, or Historic Architecture;
- Direct experience applying the National Register criteria to a wide variety of property types, including evaluating a property's historic significance and assessing its historic integrity;
- Direct experience conducting archival and primary source research;
- Experience in applying the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- 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 working directly with architects and/or property owners to develop treatment recommendations, monitor activities, and execute historic preservation projects;
- Experience providing and preparing technical information, architectural 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;
- Experience preparing or reviewing National Environmental Policy Act (NEPA) documentation, such as Categorical Exclusions and Environmental Assessments;
- Work experience with disaster recovery and/or FEMA review and compliance;
- Experience utilizing geographic information systems (GIS); and,
- Work experience in writing, proofreading, editing, and completing National Register nominations, historic context reports, and/or historic resource survey reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal regulations related to Section 106 review;
- Knowledge of, and skill applying, the National Register criteria and aspects of integrity;
- Knowledge of, and skill applying, the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- Knowledge of, or interest in, Texas history, geography, and architecture;
- Knowledge of architectural principles, techniques, and procedures;
- Knowledge of historic and modern building materials and construction methods;
- Effective verbal and written communication, human relations, and organizational skills;

- Skill in providing excellent customer service to both internal and external customers;
- Skill in conducting primary source and archival research;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- 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 explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully to change, while continuing to deliver quality results in a timely manner;
- Ability to plan, organize, and work independently, within the framework of a diverse team environment with cooperative decision making;
- Ability to communicate with others using sensitivity, tact, and diplomacy;
- 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_AccountingAuditingandFinance.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