

Texas Historical Commission Job Vacancy Notice

Position Title:	Historical Marker Program Historian
Classification Title:	Historian II
Job Posting Number:	22-64
Salary:	\$3,900.00 - \$4,500.00/Monthly
Salary Group/Class#:	B17/7317
FLSA:	Exempt
Opening Date:	06/16/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	105 W 16th Street, Austin, 78701

JOB OBJECTIVE: Perform complex (journey-level) historical work. Work involves writing inscriptions for historical markers based on submitted materials, conducting historical research, composing and editing historical reports, analyzing cultural and historical resources for planning purposes, and responding to requests for information involving the history of Texas. This position works under the direction of the History Programs Division Director and the Coordinator, Historical Markers Program. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Help administer historical programs or projects for the Marker Program.
2. Conduct investigations of historic resources, organize data, and analyze and interpret its authenticity and relative significance.
3. Compose, edit, and publish a high amount historical marker inscriptions, reports, articles, and correspondence.
4. Coordinate cataloging, filing, and record-keeping activities.
5. Provide consultative services and technical assistance on historical research and activities.
6. Provide assistance with historical research and answers to general inquiries from county historical commissions, historical organizations, media and the public.
7. Conduct workshops and public meetings, and deliver presentations on cultural and historical subjects related to Texas history.
8. Compile information from agency files and records and other sources in response to requests.
9. May travel to conduct research, give presentations, attend conferences and events, and other occasions.
10. Serve as primary or secondary contact for the program to the statewide network of county historical commissions.
11. Assist in developing and updating agency website and social media content.
12. Extensive writing, researching, editing, public contact and speaking.
13. May participate in interagency committees, boards, or work groups.
14. May direct the work of interns on special projects.
15. Assist other agency programs as needed with historical research, evaluation of applications and other occasions.
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):

- Graduated from an accredited four-year college or university with major course work in historic preservation, history, architectural history, education, English, journalism, or related field;
- Minimum two years' work experience in education, writing, or historic preservation;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle;
- Required to travel up to 20% of the work period; and
- A writing sample will be required as part of the interview process.

PREFER:

- Proficiency in Microsoft Access, Excel, and PowerPoint.
- Work experience conducting historic resources surveys;
- Direct experience conducting archival and primary-source research, evaluating the historic significance of properties, and applying National Register criteria to properties;
- Meet National Park Service Professional Qualifications Standards (36 CFR Part 61).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Texas history and geography;
- Knowledge of architectural styles and historic research methods;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Skill in using a database, Microsoft Access;
- 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 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 and weekends, as needed. May involve travel, occasionally overnight.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.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