

Texas Historical Commission Job Vacancy Notice

Position Title:	Executive Assistant, Historic Sites Division
Classification Title:	Executive Assistant II
Job Posting Number:	22-76
Salary:	\$3,520.33-\$4,700.00/Monthly
Salary Group/Class#:	B19/0162
FLSA:	Exempt
Opening Date:	7/29/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	208 E. 10 th Street, Austin, TX 78701

JOB OBJECTIVE: Executive Assistant to the Assistant Deputy Executive Director performing advanced professional support work for the Historic Sites Division (HSD) of the Texas Historical Commission (THC). Work involves providing the primary support to the Assistant Deputy Executive Director with high-level administrative support to that position and the HSD. Work under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Executive Assistant to the Assistant Deputy Executive Director of Historic Sites.
2. Provide advanced administrative and technical support to the staff of the Historic Sites Division.
3. Maintain Assistant Deputy Executive Director's calendar. Schedule and make appointments. Provide information to other division and agency staff.
4. Utilize the CAPPS system to enter requisitions and purchase orders. Maintain knowledge of current purchasing and procurement policies and practices.
5. Generate reports on expenditures and purchase order accounts, including monthly procurement report.
6. Coordinate calendars of site staff, schedule and coordinate travel and training requests.
7. Assist in developing agendas, motions, and reports for the THC Quarterly Meetings.
8. Make travel arrangements and prepare travel approval and reimbursement forms.
9. Coordinate scheduling, organizing and attendance at special meetings including site manage meeting.
10. Division liaison to HR and SS to assist the Assistant Deputy Executive Director of HSD.
11. Assist in budget preparation and monitoring.
12. Participate in agency-wide projects as a representative of the HSD.
13. Develop reports and information on request.
14. Participate in development of HSD plans, goals, and objectives.
15. Track information for budget performance measures and compile information for agency bi-annual budget.
16. Assist with meetings, to include reserving rooms and equipment, scheduling attendees, set up, attending meetings, and taking notes and preparing meeting summaries/minutes.
17. Serve as the back- up Records and Information Management (RIM) liaison for HSD and is responsible for conducting a monthly and annual inventory of the division's in-house documents and files.
18. Adhere to established work schedule with regular attendance.
19. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

20. 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 a degree in business, public administration, communications, or a related field (one year of work experience related to the essential duties may substitute for one year of college);
- Minimum four years' work experience in executive level and project support work;
- Work experience preparing and analyzing technical program reports;
- Work experience with purchasing/procurement and strong skills with database management.
- Experience developing and maintaining file systems;
- 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:

- Graduation from an accredited four-year college or university with a degree in business, public administration, communications, or a related field; and/or
- Work experience with purchasing/procurement and strong skills with database management at a Texas state agency.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general office management, administrative, accounting, and clerical procedures;
- Effective verbal and written communication, human relations, and organizational skills;
- Skill in the use of general office machines;
- 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 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: 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.

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_AdministrativeSupport.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