

Texas Historical Commission Job Vacancy Notice

Position Title:	Office Manager
Classification Title:	Administrative Assistant III
Job Posting Number:	21-1200-61
Salary:	\$2,550.00-\$3,045.00/Monthly
Salary Group/Class#:	A13/0154
FLSA:	Non-exempt
Opening Date:	06/13/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Levi Jordan Plantation State Historic Site, 10510 FM 524, Sweeny, TX 77480

JOB OBJECTIVE: Under the direction of the site manager, this position is responsible for routine administrative support, retail operations, and assists all other staff at Levi Jordan Plantation State Historic Site of the Texas Historical Commission (THC). Administrative support includes overseeing administrative/business operations, coordinating the purchase and procurement process, filing, and required monthly reporting. Duties in retail operations include advising on product selection and display to grow sales and overseeing the point-of-sale system operations for ticketing, retail sales, inventory control, hotel operations, and event rentals. This position is also a frontline customer service position at the historic site and must maintain positive relationships with the community and visitors. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Serve (with site staff and volunteers) as the face of the historic site.
2. Maintain knowledge of current purchasing and procurement policies and practices.
3. Train site staff in the procurement process and oversee the handling of requisitions and product/services acquisitions.
4. Respond to internal inquiries and interpret related rules, regulations, policies, and procedures.
5. Generate reports on expenditures and purchase order accounts, including monthly procurement report.
6. Maintain work areas, office equipment and supplies of office materials.
7. Maintain appropriate administrative records per records retention policy.
8. Oversee all aspects of revenue collection and deposit.
9. Coordinate expenditures in support of visitor services and retail/museum store operations.
10. Assist with developing public relations and media/marketing support materials.
11. Assist in compiling data for charts, databases, summaries, and other required reports.
12. Assist in planning and holding meetings, conferences, workshops, and seminars related to the site and in the development of internal administrative or technical assistance policies and procedures.
13. Assist in preparing reports and correspondence.
14. Assist in preparing annual budget requests and in financial planning related to visitor services and retail operations.
15. Assist in rentals including; scheduling, payment processing, planning, marketing, and creating rentals programs and packages.
16. Assist the site manager in the planning and implementation of public programs including events, exhibits and workshops.
17. Provide tours to specific audiences and assist with general customer service delivery.
18. Participate in volunteer recruitment, training, and scheduling.
19. Perform cleaning of floors, dust exhibits, and store shelves, cleans door glass, empties trash, replenishes restroom supplies

- and visitor brochures, and housekeeping in dorm rooms as needed.
20. Adhere to established work schedule with regular attendance.
 21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

22. Perform other duties as assigned.

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

- Graduation from a senior high school or GED equivalent;
- Minimum three years' work experience in administrative support work or in a technical program area;
- Work experience in retail management, bookkeeping, accounts payable/receivable, inventory management or similarly related experience;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and,
- Required to travel as needed, up to 5%.

PREFER:

- Work experience at a historic site, history museum, and/or with Texas History.
- Work experience in retail and/or hospitality.
- Work experience with purchasing/procurement and strong skills with database management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office management, administrative, accounting, and clerical procedures;
- Knowledge of retail sales practices and procedures including ordering, receiving and inventory control, merchandise display and records keeping;
- 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 coordinate the work of coworkers and volunteers to create a cohesive visitor experience;
- 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: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects, and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays, or holidays. This position may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; safely lifting and carrying items weighing up to 30 pounds and climb one steep flight of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

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:

http://www.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.

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AFFIRMATIVE ACTION EMPLOYER