

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Office Manager  
**Classification Title:** Administrative Assistant IV  
**Job Posting Number:** 22-23  
**Salary:** \$3,500.00-\$4,000.00/Monthly  
**Salary Group/Class#:** A15/0156  
**FLSA:** Non-exempt  
**Opening Date:** 12/13/2021  
**Closing Date:** Until filled  
**Duration:** Regular, Full-time  
**Hours/Week:** 40  
**Work Location Address:** Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

**JOB OBJECTIVE:** To support the Division of Architecture's staff and constituents with outstanding customer service through the dissemination of information, records, filing systems, databases, purchasing, and coordination of the five programs that comprise the work of the division. The Office Manager assists the Division Director and the Regional Review Team with administrative tasks, including responsibilities related to providing permits for State Antiquities Landmarks. The office manager further serves as a liaison to the Division Director, in cooperation with five program coordinators for the division.

### **ESSENTIAL DUTIES:**

1. Perform advanced administrative support for the Division of Architecture by determining necessary tasks and follow up actions and implementing plans that effectively utilize resources and balance priorities. Coordinate closely with the Executive Assistant and other agency Office Managers.
2. Track State Antiquities Landmark (SAL) permits from receipt to completion coordinating closely with the Coordinators for the Federal and State Review Program, the Courthouse Preservation Program and regional review staff throughout the permitting process. Develop, coordinate, and maintain the associated SAL permit database.
3. Serve as the purchasing liaison for the Division of Architecture working with Staff Services on preparing requests for office supplies and other items needed by the division. Reconcile monthly purchasing card statements according to procedures provided by the accounting staff.
4. Serve as the Records and Information Management (RIM) contact for the Division of Architecture. Conduct an annual inventory of the division's in-house documents and files. Reconcile monthly invoices for records storage in coordination with accounting staff and agency office managers.
5. Serve as the Open Records Request liaison for the Division of Architecture and coordinate with executive office, division, and agency staff in responding to such requests. Prepare monthly Open Record Request summaries for the Executive Office.
6. Assist the Division of Architecture's director and staff with compiling materials for the agency's quarterly meetings including the Antiquities Advisory Board and Executive committee meetings. Prepare meeting minutes for the Architecture committee meetings.
7. Handle mail from agency mail room on assigned days, log mail, and distribute to division staff.
8. Track and maintain state tax credit application payments in mail log and ensure Staff Services receives checks.
9. Coordinate-relevant trainings and seminars for division staff.
10. Answer the Division of Architecture's main phone line, take messages, and refer callers as appropriate. Coordinate back-up phone assistance with tax credit and courthouse program assistants.
11. Prepare, and proof a variety of correspondence to include memoranda, permits, and reports ensuring documents submitted to the director for approval are free of grammatical errors and have all supporting documentation attached. Maintain the Division of Architecture's electronic reading file.
12. Develop, coordinate, and maintain record-keeping systems for electronic and physical files and records.

13. Assist with meetings, to include reserving rooms and equipment, scheduling attendees, coordinating set up, attending meetings, taking notes, and preparing meeting summaries/minutes.
14. Assist in updating policies and procedures for the division.
15. Assist in training the Division of Architecture's staff on division and agency policies and procedures.
16. Perform special projects as assigned.
17. Adhere to established work schedule with regular attendance.
18. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

19. 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 relevant work experience related to the essential duties may substitute for one year of college);
- Minimum three years of work experience in administrative or project support work;
- Work experience compiling technical program reports;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access) and Adobe Acrobat Pro;
- 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 5% of the work period.

**PREFER:**

- Work experience with purchasing/procurement; and/or
- Proven skills with database management.

**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 excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to communicate with others using sensitivity, tact, and diplomacy;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- 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 adapt successfully and quickly 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 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 [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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

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