

## **Texas Historical Commission Job Vacancy Notice**

<b>Position Title:</b>	Assistant Deputy Executive Director of Historic Sites
<b>Classification Title:</b>	Director II
<b>Job Posting Number:</b>	22-30
<b>Salary:</b>	\$7,500.00-\$9,051.70/Monthly
<b>FLSA:</b>	Exempt
<b>Salary Group/Class #:</b>	B27/1621
<b>Opening Date:</b>	01/28/2022
<b>Closing Date:</b>	Until Filled
<b>Hours/Week:</b>	40
<b>Duration:</b>	Regular, Full-time
<b>Work Location Address:</b>	208 10 <sup>th</sup> Street, Suite 327, Austin, TX 78701

**JOB OBJECTIVE:** The Texas Historical Commission (THC) is the state agency for historic preservation. Agency leadership consists of a Governor-appointed commission, an Executive Director, and two Deputy Executive Directors. This senior management position serves as the Assistant Deputy Executive Director of State Historic Sites. The position reports to the Deputy Executive Director of Historic Sites with the responsibility for assisting in the administration and management of 34 historic properties located throughout the state and the Austin headquarter staff.

### **ESSENTIAL DUTIES:**

1. Under the direction of the Deputy Executive Director of Historic Sites, this position will assist in overseeing the stewardship, administration, and management of historic sites staff and business operations.
2. Under the direction of the Deputy Executive Director of Historic Sites, this position will lead and enhance communication and teamwork with a multidisciplinary staff of museum, cultural resource and historic sites professionals, support, and maintenance personnel at the Historic Sites Division Headquarters and at field offices across the state, inspiring them to effectively communicate and be creative and innovative in how they approach their positions.
3. Assist the Deputy Executive Director of Historic Sites with developing, managing, and evaluating the division budget.
4. Serve as the secondary liaison to the Governor-appointed Commission on all state historic site-related matters.
5. Develop strategies to foster entrepreneurial and commercial ventures to grow earned revenue including the development of an ecommerce presence.
6. Work with the Communications Division to develop innovative strategies for marketing to increase visitation to and awareness of the state historic sites, including events, publications, and social media.
7. Work with staff to integrate historic sites into heritage tourism efforts for the benefit of the local and statewide economy.
8. Develop strategies to foster entrepreneurial and commercial ventures to grow earned revenue including the development of an ecommerce presence.
9. Ensure that staff create a visitor experience at the state historic sites that is a memorable and rewarding experience, and that visitors leave with a greater understanding of Texas history and their own potential for contributing to the state's future.
10. Recognize the role of state historic sites as economic engines in their local communities and support the involvement of site staff in community activities as appropriate.
11. Provide leadership with staff overseeing Friends and partner organizations as well as look to establish an affiliate property program.

12. Ensure that exemplary communication and coordination exists between the Austin office and the field offices with the goal of achieving excellence and consistency in the execution of cultural resource management standards and policies as well as align operations with Commission directives and business needs.
13. Motivate the staff continually to improve their performance and communication. Maintain a productive, team-oriented work atmosphere by staying involved in the daily functions of the division when necessary and appropriate. Take action to address staff performance issues quickly and effectively.
14. Communicate effectively with staff and provide opportunities for the staff to develop professionally.
15. Support and provide guidance to historic sites operational directors in developing and meeting a site's strategic operational plan. Address programmatic issues as they arise. Use sound judgment and analytical abilities to solve problems.
16. Communicate often and effectively with the Deputy Executive Director of Historic Sites. Keep Deputy Executive Director informed about issues affecting the division and its operation. Involve the Deputy Executive Director when issues are sensitive to external customers or involve policy questions. Share concerns and opportunities for improvements.
17. Handle special assignments relative to certain state agencies and other partner organizations. Report regularly to the Deputy Executive Director on issues relative to those assignments and makes recommendations for improved cooperation and interaction.
18. Recommend changes to the Deputy Executive Director in the allocation of funds and personnel, as appropriate, to meet long-range program needs, address business strategies, and to implement the priorities set by the Executive Director and Commission.
19. Enthusiastically support adult and youth programming at state historic sites.
20. Assist in presenting division update by PowerPoint at quarterly meetings of the commission.
21. Assist in developing and implementing the agency's strategic plan, including the State Historic Preservation plan.
22. Assist with recruiting, hiring, training, and performance evaluations for the division.
23. Adhere to established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

25. 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 strategic or operational management, cultural/heritage resource management or planning, public or non-profit business administration, or closely related field;
- Minimum eight years' professional experience in management, strategic business planning, organizational change, business success in market/earned revenue growth, and personnel goal setting, restructuring, and oversight at a senior management level;
- Work experience in supervising or leading a team to successfully achieve results;
- Experience conducting employee coaching and counseling, and managing operational and employee performance and change management addressing performance issues;
- Demonstrated success in business growth in expanding operational structures, markets, and earned revenue;
- Effective experience in staff management and organization restructuring;
- Experience making presentations to groups, communities, and executive level staff;
- Ability to work with people at all levels of professional expertise in the agency's programs (including architects, archeologists, historians, interpretive specialists, curators, grounds keepers, etc.);
- Knowledge of Texas history and of cultural institutions and resource management principles regarding museum and cultural/heritage business operations;
- Valid Texas 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:**

- Graduation from an accredited four-year college or university with a master's degree or higher in strategic or operational management, business, planning, business administration, public or non-profit business

administration, cultural/heritage resource management or a closely related field with a minimum five years of professional senior management experience in management of complex business structures and organizations with large staff with diverse backgrounds;

- Experience with public agency administrative practices including Human Resources, procurement, and risk management;
- Demonstrated interest in Texas history and knowledge in cultural/heritage organizational management and standards.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of financial management principles and procedures;
- Knowledge of preservation standards/ethics and museum management practices and methodologies;
- Knowledge of generally accepted accounting principles including pronouncements which apply to not-for-profit organizations and Governmental Accounting Standards Board;
- Knowledge detailing project management skills and strategies;
- Excellent leadership, management, team building, and strategic planning skills;
- Effective verbal and written communication, human relations, and organizational skills;
- 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;
- Effective critical thinking skills;
- Ability to manage short and long-term financial planning;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in logical manner and to assess validity;
- 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 work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to establish goals and objectives and to devise solutions to problems;
- Ability to organize information and provide clear audit trails for documentation;
- 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:**

[Military Crosswalk for Occupational Category - Program Management \(texas.gov\)](#)

**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**