

Texas Historical Commission Job Vacancy Notice

Position Title:	Assistant Site Manager, Casa Navarro State Historic Site
Classification Title:	Assistant Park/Historic Site Superintendent I
Job Posting Number:	22-300-49
Salary:	\$4,000.00-\$4,405.91/Monthly
Salary Group/Class#:	B-19/2692
FLSA:	Exempt
Opening Date:	05/06/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Casa Navarro State Historic Site, 228 S Laredo St, San Antonio, Texas 78207

JOB OBJECTIVE: Under the direction of and in collaboration with the Site Manager at Landmark Inn SHS, the Assistant Site Manager helps to ensure all aspects of effective administration, management, and operation of the Casa Navarro State Historic Site. This includes, but is not limited to: budget development and management; maintenance of site; resource management and curatorial care of museum artifacts and documents; visitor services, interpretive and educational program planning (in-person and digitally), development, scheduling, production and evaluation; development of beneficial partnerships and ongoing cultivation of a close partnership with the site's non-profit friends group, volunteer management, media relations, promotional and marketing activities; records management and reporting; management of minor repair and maintenance projects; and personnel management and supervision. The Assistant Site Manager may also work with the Site Manager and Director of Historic Sites Operations in the effective coordination and interaction with headquarters staff, community stake holders, and local government entities on matters affecting the site. Provide leadership to site staff, volunteers, and other stakeholders to successfully manage and conserve the site's natural and cultural resources. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Confer with the Site Manager in the hiring and supervision of site staff.
2. Oversee the day-to-day operations of the site, including visitor services, programs, safety, and security.
3. Assist in in-person, and digital program planning, development, and implementation.
4. Assist in the development and implementation of effective techniques for evaluation of operation and programs.
5. Prepare and review reports of findings and recommendations.
6. Prepare recommendations for and assist in implementing procedural changes and policy compliance.
7. Work with the Site Manager and program staff in determining trends and resolving technical problems.
8. May consult with and speak to community and professional groups to help coordinate, improve, and stimulate interest in the program and to secure support for local programs.
9. Confer with the Site Manager to evaluate employee performance and identify mentoring, coaching, and training opportunities for staff members.
10. Provide the Site Manager with recommendations on staffing needs and organization.
11. Assist in communicating THC policy, business, and information to staff in a timely basis.

12. Assist in communicating issues, opportunities, Friends group ideas and initiatives to supervisor in a timely and effective way.
13. Maintain knowledge of current historic preservation and museum best practices.
14. Participate with the Division, THC leadership and Commission in defining site mission.
15. Communicate mission to stakeholders, Friends, and community.
16. Assist with the identification of priorities and resources in annual and long-range planning for the program.
17. May represent THC and the Historic Sites Division as needed in public meetings, seminars, and other events.
18. Assist in the coordination of public relations, media, and marketing activities with Communications Division.
19. Assist in collections care in consultation with the Division of Historic Sites' Chief Curator and assigned Regional Curator, to ensure that artifact and paper collections are under the site's physical and intellectual control, appropriately stored and documented collections include historic buildings and features of the site.
20. Assist in maintenance and preservation planning, and the implementation of cyclical maintenance and housekeeping programs.
21. Confer with the Site Manager to oversee the interpretive program for the site, including research, planning, development of programs and exhibits and conducting special and educational programs and audience research needed. Programming includes webinars, online programs, social media videos, and all digital outreach formats.
22. Provide subject matter expertise related to the historic site and its period of Texas history and ensure the accuracy of material produced about the program or site.
23. Assist the Site Manager in the preparation of an annual budget proposal, and monitoring site expenditures to prevent overspending.
24. May develop procedure manuals and planning documents.
25. May train others.
26. Adhere to established work schedule with regular attendance.
27. Follow all THC safety guidelines, policies and procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

28. Perform other duties as assigned.

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

- Graduation from an accredited college or university with a degree in Business, History, American Studies, Museum Studies, or closely related field that included course work in museum studies;
- Minimum two years of work experience in the education, cultural resources, historic sites, or museum field;
- Minimum one year of administrative and/or supervisory experience;
- 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:

- Master's degree in History, American Studies, Museum Studies, or a closely related field; and/or
- Proficient with the development, facilitation and production of digital programming including webinars, online exhibitions, and website and social media content.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of historic site administration and operations;
- Knowledge of cultural resource management;
- Knowledge of museum interpretation/education;
- Knowledge of safety rules, regulations, practices, and procedures including county health regulations and state hotel occupancy laws;
- Skill in overseeing facility/equipment/grounds repair programs and repair techniques;
- Ability to develop marketing, promotional activities, and special events;
- Ability to manage programs and projects;
- Ability to develop and maintain financial systems;
- Ability to develop relationships and professional partnerships with diverse communities;

- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking 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;
- 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: Workplace setting is a historic site, in an office and outdoor setting where occasional exposure to weather, dust, insects, and traveling on uneven and unpaved surfaces, and lack of environmental control are part of the working conditions. Required to work 40 hours per week including flexible scheduled hours other than 8:00 a.m. to 5:00 p.m. with days off other than Saturdays, Sundays, and holidays. Must be able to safely lift up to 30 pounds and required to respond to emergency situations. Required to travel with an occasional overnight stay.

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 based on 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_NaturalResources.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