

Texas Historical Commission Job Vacancy Notice

Position Title: County Historical Commission (CHC) Outreach Program Specialist
Classification Title: Program Specialist II
Job Posting Number: 22-45
Salary: \$4,000.00-\$4,500.00/Monthly
Salary Group/Class#: B18/1571
FLSA: Exempt
Opening Date: 04/11/2022
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 105 W 16th Street, Austin, 78701

JOB OBJECTIVE: Under the direction of the Division Director and County Historical Commission (CHC) Outreach Coordinator, the CHC Outreach Program Specialist performs moderately complex consultative services and technical assistance work. Work involves connecting CHCs to agency programs and staff members, assisting CHC Outreach program coordinator in presenting organizational and preservation-related training to CHCs, and acting as an agency liaison for CHCs across the state. Work under general supervision, with limited latitude for the use of initiative and independent judgement.

ESSENTIAL DUTIES:

1. Assist Program Coordinator to carry out programmatic services that include general assistance via phone, email, and in-person interaction; providing organizational and preservation-related recommendations; and submitting required performance measures and agency reports.
2. Maintain/update CHC appointee entries in contact management database.
3. Attend meetings and trainings provided by agency programs and partner organizations to familiarize self with preservation opportunities and services provided throughout the state.
4. Assist CHC members to find appropriate services and staff members within the agency, and partners outside the agency, to address preservation and organizational issues.
5. Assist with developing and updating CHC Outreach Program reference material on agency's website and promoting CHC accomplishments through agency media outlets.
6. Assist in reviewing information furnished by CHCs to determine common needs/challenges, and suggesting educational programming to address these needs/challenges;
7. Assist in facilitating workshops and public meetings on a variety of programs and topics as needed; work includes public speaking;
8. Visit counties throughout the state to confer with CHCs, county officials, preservation professionals and the public.
9. Gather and distribute information to the public, partners, and elected officials on agency programs;
10. Act as immediate support to division office manager for answering divisional main phone line and greeting the public; and
11. Perform special projects as assigned.
12. Adhere to established work schedule with regular attendance.
13. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

14. Perform other duties as assigned.

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

- Graduated from an accredited four-year college or university with major course work in Public Administration, History, Sociology, Historic Preservation, Planning or related field;
- Minimum two years' work experience in historic preservation;
- Valid 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:

- Experience working with county government, volunteers or volunteer boards;
- Proficiency in Microsoft Word, Excel, Access, and PowerPoint.

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Knowledge of historic preservation practices and standards;
- Knowledge of role of county historical commissions and/or experience with county government;
- 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. 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:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.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