

TEXAS HISTORICAL COMMISSION

Job Vacancy Notice

Position Title:	Program Coordinator, Federal and State Review Program
Classification Title:	Environmental Protection Specialist V, Architect II/III dependent on skills and experience
Job Posting Number:	22-47
Salary:	\$4,599.00- \$6,065.00/month, Architect II or \$5,259.00- \$7,000.00/month, Architect III or \$5,259.00- \$6,500.00/month, Environmental Protection Specialist V
Salary Group/Class#:	B-23/2264, Architect II or B-25/2266, Architect III or B-25/2655, Environmental Protection Specialist V
FLSA:	Exempt
Opening Date:	04/25/2022
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: Provide leadership to the THC's federal and state review program in the Division of Architecture. This program works with project reviews for architectural historic properties under federal and state historic preservation laws, oversees grant-funded projects, and provides technical assistance to historic preservation projects.

The selected candidate will oversee the daily operations and activities of the federal and state review program by managing a team of four full-time professionals. The Program Coordinator may also work to secure and manage temporary, project- or program-specific review staff, including at present a disaster recovery reviewer for Hurricane Harvey. This position serves as a liaison to the Division Director, in cooperation with four other program coordinators in the division and works collaboratively with program coordinators and review staff in the History Programs and Archeology Divisions.

ESSENTIAL DUTIES:

1. Serve as team lead for the Architecture Division's federal and state review program. Provide guidance to staff on technical review and program policies in accordance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Provide training to new staff members. Plan, assign, supervise, and evaluate the work of program staff.
2. Oversee project review pursuant to Section 106 of the National Historic Preservation Act (54 USC §306108 and 36 CFR Part 800). Specifically, staff in this program review the effect of proposed federal undertakings on identified historic properties.
3. Oversee permitting process for architectural State Antiquities Landmarks (Antiquities Code of Texas, Texas Natural Resources Code, Chapter 191) and review of proposed work to designated Recorded Texas Historic Landmarks (Texas Government Code, Chapter 442, Section 442.006 (f)).

4. Assist the Texas Preservation Trust Fund Grant Program Coordinator with scoring, award, and oversight of architectural grants.
5. Assist in the development and implementation of easement policies and procedures as the division's easement program evolves. Oversee the establishment, amendment, and in rare cases, cancelation of preservation easements and covenants created pursuant to grants through the Texas Preservation Trust Fund and Certified Local Government grant programs or related to the disposal of federal historic properties. Oversee review of work under and monitoring of such covenants and easements.
6. Work cooperatively with lead reviewers in the History Programs and Archeology Divisions on review procedures, and with the Courthouse and Tax Credit programs in the Division of Architecture on management of overlapping reviews.
7. Provide guidance to federal and state review staff in the development and integration of new methods and procedures. Work closely with administrative staff to monitor tracking of projects. Serve as the Division of Architecture liaison to the eTRAC (electronic THC Review and Compliance) working group to recommend further improvements to the system.
8. Directly manage high profile, controversial, or precedent-setting projects at the direction of the Executive Director and/or Division Director.
9. Provide program consultative and technical assistance to agency staff, governmental agencies, community organizations, and the general public.
10. Work with community and professional groups to coordinate, improve, and stimulate interest in the agency's architectural programs.
11. Develop and update content on the agency website.
12. Develop agenda items, supporting materials, and presentations for the Commission and Antiquities Advisory Board as needed.
13. Identify areas of needed change and make recommendations to the Division Director. When necessary, develop revisions to program policies and procedures, including through changes to agency administrative rules (Texas Administrative Code, Title 13, Chapters 15, 17, 21, and 26).
14. Maintain program policy and procedure manual for the federal and state review program and assist in maintaining the eTRAC users guide.
15. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgement.
16. Adhere to established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. Perform other duties as assigned.

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

- Master's degree in historic preservation, architectural history, or a closely related field; or a professional architecture degree (Bachelor or Master of Architecture) from a National Architectural Accreditation Board (NAAB) accredited college or university (or a comparable internationally accredited professional architecture degree) with coursework in historic preservation;
- Minimum four year's full-time professional experience in historic preservation, including review or creation of detailed investigations of historic structures, historic architecture research, and construction drawings and specifications for preservation projects;
- Demonstrated experience with architectural procedures, including in-depth application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Demonstrated public speaking and writing skills; and
- Required to travel up to 20% of the work period.

PREFER:

- Experience supervising staff by effectively training and mentoring, delegating tasks, assigning reasonable timelines, coaching team members on quality, and holding team members accountable for work production;
- Six or more years' full-time professional experience in historic preservation;
- Experience with public agency administrative best practices including human resources, procurement, grant administration, and project management;
- Knowledge of and experience with Texas Historical Commission review procedures and policies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of architectural principles, techniques, and procedures;
- Knowledge of historic and modern building materials and construction methods;
- Knowledge of state and federal laws related to historic preservation;
- Knowledge of building codes, accessible design, and sustainability;
- Skill in interpreting architectural construction drawings and specifications;
- 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 gather, assemble, correlate, and analyze facts;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully 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 communicate with others using sensitivity, tact, and diplomacy;
- Ability to work in partnership with government officials;
- 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.

If applying as an architect, must hold an active architectural license with the Texas Board of Architectural Examiners (TBAE) or hold an active architectural license with TBAE within six months of hire.

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, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Veterans: Go to www.texaskillstowork.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