

TEXAS HISTORICAL COMMISSION

Job Vacancy Notice

Position Title:	Project Reviewer, Disaster Assistance Program
Classification Title:	Environmental Protection Specialist III, Environmental Protection Specialist IV, or Architect I (dependent on skills, experience, and licensing)
Job Posting Number:	22-53
Salary:	\$1,882.00-\$2,586.64, Environmental Protection Specialist III/IV \$2,011.58-\$2,800.50, Architect I
Salary Group/Class#:	B-20/2653, Environment Protection Specialist III or B-22/2254, Environmental Protection Specialist IV or B-21/2260, Architect I
FLSA:	Exempt
Opening Date:	5/13/2022
Closing Date:	Until filled
Duration:	Temporary/Part-time (2 years)
Hours/Week:	20
Work Location Address:	Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 7870

JOB OBJECTIVE: Perform complex architectural project review and technical assistance to preserve and protect Texas' diverse architectural heritage. As part of a three-member team in the Division of Architecture (DOA), help administer a federal grant related to Hurricane Harvey, review changes to state landmarks and other protected properties, administer state and federal grants, and serve as the first line of communication on preservation practices to the general public, property owners, architects, consultants, contractors, and government agencies. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Provide written and verbal technical assistance on preservation, rehabilitation, and restoration of historic properties in keeping with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.
2. Review projects pursuant to Section 106 of the National Historic Preservation Act (54 USC §306108 and 36 CFR Part 800), specifically, the effect of proposed federal undertakings on identified historic properties.
3. Advise building owners and architects regarding application of the Americans with Disabilities Act and Texas Accessibility Standards in historic buildings.
4. Work collaboratively with THC's History Programs Division, Archeology Division, and the Community Heritage Development Division, as well as other DOA programs including the Historic Tax Credit Program, the Courthouse Preservation Program, and the Disaster Assistance Program.
5. Perform on-site consultation with the public, architectural consultants, and government officials regarding appropriate preservation techniques.
6. Participate in conferences and workshops and speak to communities and professional groups about the Texas Historical Commission's programs to encourage participation.
7. Serve as a liaison to other THC staff, government agencies, community organizations, and the general public to explain and provide technical assistance on program specifics and requirements.
8. Develop and review agreement documents.

9. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program and project-specific information and reports.
10. Assist in developing and updating agency website, submitting social media content, and writing agency or outside publications.
11. Adhere to established work schedule with regular attendance.
12. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

13. 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, architecture, 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 two years of professional work experience on historic preservation projects in the private or public sector, for a preservation non-profit organization or for a university program;
- Meet the Secretary of the Interior's Historic Preservation Professional Qualifications Standards in History, Architectural History, or Historic Architecture;
- Experience with architectural procedures, including in-depth application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Experience working directly with architects and/or property owners to develop treatment recommendations, monitor activities and execute historic preservation projects;
- Demonstrated public speaking and writing skills;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Availability to travel up to the required 20% of the work period.

PREFER:

- Experience providing and preparing technical information, architectural plans, specifications, and/or reports for historic preservation projects;
- Regulatory project review experience related to the National Historic Preservation Act, applicable state laws or local preservation ordinances;
- Experience in regulatory review related to easement monitoring and management;
- Experience in records management for large programs or organizations; and,
- Experience utilizing geographic information systems (GIS).

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 and weekends, as needed. May involve travel, occasionally overnight, traveling by plane or car, and frequently driving for long distances.

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_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