

Texas Historical Commission

Job Vacancy Notice

Position Title:	Special Projects Coordinator, Texas Main Street Program
Classification Title:	Project Manager I
Job Posting Number:	22-63
Salary:	\$4,300.00-\$4,815.00/month
Salary Group/Class#:	B20/1558
FLSA:	Exempt
Opening Date:	6/14/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: This position is a key part of the agency's Texas Main Street Program (TMSP), a preservation-based downtown revitalization effort with more than a 40-year track record of assisting Texas communities. The TMSP program provides services to encourage positive economic climates that spur local preservation-based projects—making small-scale, high-quality business and real estate development more achievable in Texas downtowns. The program seeks to revitalize historic downtowns of Texas through advanced place making techniques; actively supporting community efforts to renew small town cores as walkable, economically viable places with an improved quality of life. The TMSP's place-driven and market-informed approach combines the latest thinking in urban planning and design, incremental development, and economic analysis. Our team inspires, teaches, activates, and supports local governments, developers, and business owners in the creation of meaningful and sustainable environments.

The special projects coordinator provides daily project management for the DowntownTX.org which is an online building inventory for Texas downtowns featuring more than 20,000 historic property listings in 93 communities. The software was conceptualized and developed by the Texas Historical Commission (THC) to increase and influence the market exposure of available historic properties in downtowns across Texas. The purpose is to attract community-minded entrepreneurs and investors who value historic architecture and appreciate the special qualities of each place. DowntownTX.org serves as a matchmaking platform for buildings, making it easier to find, invest in, and enhance historic buildings and places. Besides featuring investment opportunities, the site also highlights incentives, provides a direct connection to the correct local contacts, and clarifies the local development process.

Under the direction of the TMSP state coordinator, the special projects coordinator provides appropriate management for DowntownTX tools and website, facilitating community outreach and training for the site. Project management and coordination includes oversight of the third-party web developers hosting and improving the site, as well as management of project funding. Specific, technical knowledge of web development is not necessary for this position. The special projects coordinator helps implement branding, training, licensing, and expansion of the DowntownTX tools.

The special projects coordinator administers the *Imagine the Possibilities Tours* that take place each year in select TMSP communities that promote local development opportunities and the DowntownTX building inventory. The coordinator will also assist the team with managing other projects, events, and initiatives as the need arises. Workload may include tours of the new participating communities by the First Lady of Texas, regular statewide TMSP training sessions, and assistance with THC's Real Places Conference. In the future, this position may implement and help coordinate implementation of additional participation levels for the TMSP network.

The Project Manager job classification is for employees responsible for the daily oversight and delivery of projects. Project managers are typically responsible for leading the project lifecycle from project initiation through completion—monitoring the progress and schedule of projects, as well as communicating with project stakeholders, management, and other relevant parties. Some projects may require the special projects coordinator to assign duties and responsibilities, coordinating the work of project staff. The special projects coordinator works under moderate supervision, with limited latitude for the use of initiative and independent judgment. This position works with other members of the Main Street team, including architecture and economic development professionals as well as design, organization, and small business marketing specialists from the program.

ESSENTIAL DUTIES:

1. Develop and update training methods and materials provided to participating communities. Provide in-person and remote training to individual Main Street managers on the DowntownTX best-practices and how to enter and maintain their information.
2. Assist with and oversee the data entry and quality control for cities using the software.
3. Manage and scope contracts for additional technology or graphic improvements with the software developers.
4. Continue development of DowntownTX capabilities and user features necessary to integrate Main Street reporting into the system, including as appropriate and feasible coordination with partners interested in licensing the software tools.
5. Coordinate the state contributions to the local *Imagine the Possibilities Tours*, providing the overarching guidance and marketing.
6. Work in a targeted fashion to connect with real estate and small-scale, development-oriented partners to advance the awareness and reputation of DowntownTX.
7. Develop and implement methods to increase utilization and regular updating of DowntownTX.org information.
8. Pursue knowledge and identification of community development, market climates, preservation issues for their potential ramifications on Main Street communities; provide analysis of these issues to local officials, public and private building owners, Main Street boards, and the public.
9. Conduct research and special studies, reduce facts to specific findings, and recommend solutions.
10. Coordinate, plan, and evaluate projects using accepted project management methodologies to implement risk management as well as cost and quality controls of budget and deliverables.
11. Coordinate project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
12. Communicate project methodology and processes to interested groups and team members.
13. Compile and distribute project information, project status reports, and project budget expenditures; provide regular updates to management, project teams, and others of project status and related issues.
14. Assist in initiating projects, obtaining authorization and commitment, and demonstrating business need and project feasibility.
15. May assign duties and responsibilities and coordinate the work of project staff.
16. Make public presentations at trainings for managers, Main Street boards, and city staff/elected officials and the public.
17. Exhibit enthusiasm and passion for historic preservation principles encouraging a high standard of excellence in Main Street communities.
18. Adhere to established work schedule with regular attendance.
19. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

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 major course work in a field relevant to the assignment and the program or agency mission; such as architectural history, planning, community development, or historic preservation;
- Work experience in project management relevant to the project assignment;
- Experience training and teaching others in the use of complex systems;

- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 15% of the work period.

PREFER:

- Master's degree with major coursework or significant experience in community, economic, or urban real estate development, small business development or related field;
- Combination of knowledge or experience in community or downtown revitalization and historic preservation;
- Familiarity and experience with Main Street America's Four-Point Approach®;
- Coursework or PMP certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management theories and practices applicable to limited-scope projects; of systems and procedures used to evaluate a third-party vendor's performance; and of local, state, and federal laws and regulations relevant to the administration of the project undertaken;
- Skill in project management monitoring and in the use of a computer and applicable software;
- Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of project staff or stakeholders;
- Knowledge of development and historic preservation principles associated with downtown or community revitalization;
- Excellent verbal and written communication, public speaking, human relations, and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity and feasibility;
- 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 both 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: 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. Position requires regular, in-office, presence but agency tele-work policy may permit future approval of up to three days per week of remote work, subject to job and performance requirements.

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