

Texas Historical Commission Job Vacancy Notice

Position Title:	Program Coordinator, Texas Preservation Trust Fund Grant and Easement Programs
Classification Title:	Program Specialist IV
Job Posting Number:	22-71
Salary:	\$4,700.00 -\$5,500.00/Monthly
Salary Group/Class#:	B20/1573
FLSA:	Exempt
Opening Date:	07/08/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Architecture, El Rose Building, 2 nd Floor, 108 West 16 th Street, Austin, TX 78701

JOB OBJECTIVE: Provide leadership to the THC's Texas Preservation Trust Fund (TPTF) Grant and Easement programs in the Division of Architecture (DOA) at the Texas Historical Commission. Between 1997 and 2022, the state-funded TPTF program has administered over \$6.7 million in grants to 360 active or completed projects. The Program Coordinator oversees the daily operations and activities of the TPTF Grant Program and providing grant program guidance to division and agency staff, including the Archeology Division, History Programs, Community Heritage Development, and Historic Sites Division, that score grant applications and have oversight of the architecture, archeology, and heritage education grant-funded projects. The Texas Historical Commission holds over 250 preservation easements and covenants on significant buildings and historic properties statewide. The program coordinator further serves as a liaison to the Division Director, in cooperation with four other program coordinators for the division.

ESSENTIAL DUTIES:

1. Serve as program coordinator for the agency's Texas Preservation Trust Grant (TPTF) Grant Program. Work closely with agency and division review staff in implementing the program.
2. Coordinate closely with the THC Executive Director on matters directly related to the TPTF Grant Program.
3. Coordinate and work closely with the TPTF Advisory Board. The board is comprised of professionals across the state with certain areas of expertise in historic preservation (architects, archeologists, attorney, realtor, directors of non-profit historic preservation organizations, and historic preservationists).
4. Coordinate the TPTF Grant Program's application, grant manuals, project selection, and grant management processes. Establish program goals and objectives in accordance with administrative rules and policies. Develop policies and procedures as the grant program evolves. Establish priorities, schedules, and standards for achieving program goals, while coordinating and evaluating program activities.
5. Create and/or update TPTF Grant Program application materials and project manuals. Coordinate with the Communications Division as needed.
6. Oversee implementation of easement program policies and procedures, based on a newly developed program manual and in collaboration with program coordinators for courthouse, federal & state review, and emergency grant programs.
7. Perform computer/database management, project tracking, and filing systems maintenance for the TPTF Grant and easement programs. Work closely with agency and division staff in implementing programs.

8. Provide TPTF and easement program information to agency staff, governmental agencies, legislators, community organizations, and the general public. Offer external educational opportunities promoting and providing guidance on applying for the grant program. Provide internal training to division staff on the easement program, including database and file management requirements.
9. Identify areas of needed change and make recommendations to the Division Director. When necessary, develop revisions to program policies and procedures, including proposed changes to the agency's administrative rules (Texas Administrative Code, Title 13, Part 2, Chapter 17 and Chapter 17.1).
10. Prepare materials for the agency quarterly meetings as it pertains to the TPTF Grant and easement programs.
11. Develop content for the agency website and publications.
12. Assist in developing program policy and procedure manuals for division programs.
13. Assist in division planning and budget preparation.
14. Coordinate records retention as it relates to the Texas Preservation Trust Grant and easement programs.
15. Collect, organize, analyze, and prepare material in response to request for information and reports.
16. May serve as a lead worker providing direction to others.
17. Adhere to established work schedule with regular attendance.
18. Follow all THC safety guidelines, policies and procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

19. 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 coursework in Public Administration, Business Administration, Historic Preservation, Architecture, Urban/Community Planning, Interior Design, or a closely related field;
- Minimum two years of professional work experience in project, program, or grant management;
- Experience working directly with grant program applicants/recipients, property owners, architects/project professionals, and/or public officials;
- Demonstrated public speaking and writing skills;
- 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 Public Administration, Business Administration, Historic Preservation, Architecture, Urban/Community Planning, Interior Design, or a closely related field;
- Meet the Secretary of the Interior's qualification requirements for History, Architectural History, Architecture, or Historic Architect;
- Four or more years of professional work experience in historic preservation-specific project, program, or grant management;
- Two or more years of supervisory and/or team leadership experience; and/or
- Experience working with a professional advisory board or commission.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication, human relations, and organizational skills;
- Knowledge of local, state, and federal laws related to the program area;
- Knowledge of state and federal laws related to historic preservation;
- Understanding of the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- Skill in grant program management, preparation, development, evaluation, and monitoring;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in public speaking and ability to communicate effectively verbally and in writing;

- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to exercise professional judgment and discretion in establishing, applying, and interpreting grant program policies and procedures;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to prioritize and attend to multiple projects and responsibilities simultaneously with a strong attention to detail and high standard of quality;
- Ability to establish and maintain effective working relationships with agency personnel, officials of state and local government, and the general-public;
- 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 analyze problems, evaluate alternatives, and recommend effective solutions;
- 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 diverse 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: This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin 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.

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_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**