Texas Historical Commission
Job Vacancy Notice

Position Title:	Office Manager
Classification Title:	Administrative Assistant III
Job Posting Number:	23-200-37
Salary:	$2,900.00-$3,166.00/Month
Salary Group/Class#:	A13/0154
FLSA:	Non-exempt
Opening Date:	01/20/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Caddo Mounds State Historic Site, 1649 State Hwy 21 W, Alto, TX 75925

JOB OBJECTIVE: Under the direction of the assistant site director and site director, this position is responsible for routine administrative support or technical program assistance work for Caddo Mounds State Historic Site of the Texas Historical Commission (THC). Work involves overseeing administrative/business operations, management of site's volunteer program, coordinating the purchase and procurement process and overseeing the point-of-sale system operations for ticketing, retail sales, inventory control and collection of demographic information about site visitors and preparing the site for visitation. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Serve (with site staff and volunteers) as the face of the visitor center.
2. Coordinate the purchase and procurement process for the site utilizing the Centralized Accounting and Payroll/Personnel System (CAPPS).
3. Maintain accounting records of purchases, monitors inventory and stock records of the museum store.
4. Reconcile the daily receipts including cash, check and credit card receipts.
5. Generate reports on expenditures and purchase order accounts, including monthly procurement reports.
6. Participate in volunteer recruitment, training, and scheduling.
7. Maintain work areas, office equipment and supplies of office materials.
8. Perform light cleaning of floors, dust exhibits and store shelves, cleans door glass, empties trash, replenishes restroom supplies and visitor brochures.
9. Maintain appropriate administrative records per records retention policy.
10. Oversee all aspects of revenue collection and deposit.
11. Coordinate expenditures in support of visitor services and retail/ museum store operations.
12. Respond to internal inquiries and interpret related rules, regulations, policies, and procedures.
13. Provide tours to specific audiences and assist with general customer service delivery.
14. Assist with the development of retail product lines and cultivating vendors.
15. Assist with developing public relations and media/marketing support materials.
16. Assist in compiling data for charts, databases, summaries, and other required reports.
17. Assist in planning and holding meetings, conferences, workshops, and seminars related to the site and in the development of internal administrative or technical assistance policies and procedures.

18. Assist in preparing reports and correspondence.
19. Assist in preparing annual budget requests and in financial planning related to visitor services and retail operations.
20. Assist in rentals including; scheduling, payment processing, planning, marketing, and creating rentals programs and packages.
21. Assist site staff in the planning and implementation of public programs including events, exhibits and workshops.
22. Adhere to established work schedule with regular attendance.
23. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

24. Perform other duties as assigned.

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

- Graduation from a senior high school or GED equivalent;
- Minimum three years' work experience in administrative support work or in a technical program area;
- Work experience in retail management, bookkeeping, accounts payable/receivable, inventory management or similarly related experience;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.

PREFER:

- Work experience with purchasing/procurement and strong skills with database management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general office management, administrative, accounting, and clerical procedures;
- Knowledge of retail sales practices and procedures including ordering, receiving and inventory control, merchandise display and records keeping;
- Effective verbal and written communication, human relations, and organizational skills;
- Skill in the use of general office machines;
- 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 coordinate the work of coworkers and volunteers to create a cohesive visitor experience;
- 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 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: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works Wednesday through Sunday, and some holidays and may be required to work hours other than 8:30 a.m. to 5:30 p.m. This position may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; safely lifting and

carrying items weighing up to 30 pounds and climb one steep flight of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

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_AdministrativeSupport.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.

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AFFIRMATIVE ACTION EMPLOYER