

Texas Historical Commission

Job Vacancy Notice

Position Title:	Assistant State Coordinator, Texas Main Street Program
Classification Title:	Program Specialist IV
Job Posting Number:	23-21R
Salary:	\$4,700.00-\$5,600.00/month
Salary Group/Class#:	B20/1573
FLSA:	Exempt
Opening Date:	03/06/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	Community Heritage Development Division, 1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: This position is a key member of the Texas Main Street Program (TMSP), a downtown revitalization effort with a more than 40-year track record of assisting Texas communities. Under the direction of the state coordinator, the assistant state coordinator will provide a variety of complex consultative services and technical assistance to the network of 90 historic downtowns that participate in the state program. Primary responsibilities involve working with local Main Street stakeholders (managers, board members, city staff, partners) to build sustainable Main Street programs under the preservation-based foundation of Main Street America's revitalization strategy, the Main Street Approach™. To this end, the assistant state coordinator must establish relationships with network communities; organize training for local programs, providing presentations when appropriate; handle logistics and planning duties related to TMSP events, projects, and administrative tasks; and work with state coordinator to organize and provide accreditation visits to communities.

The assistant state coordinator may work directly with local programs and TMSP staff members on projects to develop leadership and capacity; consider downtown economic vitality initiatives; craft marketing campaigns for downtowns; and reinforce the understanding and use of historic preservation standards. Agency-focused goals include increasing the visibility and value of the TMSP within the network of local Main Street programs and increasing participation of stakeholders in agency led trainings and events. This position works with other members of the program team, including organizational, architectural, economic development, and city planning professionals, and may lead, guide, and coordinate the work of team members.

The assistant state coordinator works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Occasional travel required, averaging four nights per month with some ability to control the travel schedule.

ESSENTIAL DUTIES:

1. Provide individualized training and technical services to designated Main Street communities in Texas in the general areas of economic vitality, design, promotion, and organization the Main Street Approach™.
2. Communicate/reinforce Main Street methods, historic preservation standards, organizational best practices, and THC procedures.
3. Incorporate applicable agency goals from the statewide historic preservation plan into TMSP planning.
4. Plan and manage of a variety of events during the year, including the following: tours to newly designated Main Street communities, with related ceremonies and receptions; occasional virtual meetings to educate or update

community stakeholders; and at least one in-person annual professional development meeting of participants in the Texas Main Street network.

5. Includes, but is not limited to, the annual application process for designation; educational material including the periodic network e-publication Main Street Matters; staff resource teams to newly designated Main Street communities; and other duties necessary to the professional operation of the TMSP.
6. Manage the content and creative aspects of the TMSP online resource library.
7. Working with the TMSP state coordinator to plan, organize, and assist with special projects as needed, for instance, annual network retreat and content for the THC's Real Places Conference.
8. Pursue knowledge of historic preservation and Main Street Approach priorities (organization, economic vitality, and promotion), as well as techniques and trends that impact Main Street communities and organizations.
9. Recommend and coordinate activities to produce a more effective program at the local level.
10. Provide consultative services and technical assistance to plan, implement, and monitor effective programs and services.
11. Exhibit enthusiasm and passion for historic preservation principles, encouraging a high standard of excellence in Main Street communities.
12. May train others.
13. May serve in state coordinator's place as an ex-officio board member of the Texas Downtown Association.
14. Adhere to established work schedule with regular attendance.
15. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

16. Perform other duties as assigned.

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

- Graduation from an accredited college or university. A degree or major course work in a field relevant to the assignment; such as urban or community planning, historic preservation, economic or small business development, public administration, communications, organizational management, or a related field. Candidates with a minimum of five years of professional experience in one of the above fields may be considered in lieu of the specialized degree;
- Professional work experience in planning, historic preservation, small business or community development work, organizational management, economic development, or relevant field;
- Work experience training and making public presentations to wide-ranging audiences;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 25% of the work period.

PREFER:

- Graduate degree in a field relevant to the work assigned, such as urban planning, community planning, historic preservation, economic or small business development, public administration, communications, organizational management, or a related field;
- Project management and community development experience, preferably in the context of historic preservation;
- Organizational development and management experience;
- Specialization or experience in historic preservation;
- Work experience within the Main Street structure and principles;
- Ability to read, write and converse fluently in Spanish and English.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of historic preservation, community development, and downtown revitalization;
- Effective verbal and written communication, human relations, and organizational skills;
- Skill in applying social media marketing to small independent businesses and local programs;
- 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;

- Knowledge of project management theories and practices;
- 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 colleagues;
- 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 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 train others;
- 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 to 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