

TEXAS HISTORICAL COMMISSION

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**Job Vacancy Notice**

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| <b>Position Title:</b>        | Project Reviewer, Disaster Assistance Program                      |
| <b>Classification Title:</b>  | Program Specialist III   |
| <b>Job Posting Number:</b>    | 23-39  |
| <b>Salary:</b>                | \$2,257.50-\$2,500.00/Month  |
| <b>Salary Group/Class#:</b>   | B-19/1572  |
| <b>FLSA:</b>                  | Exempt   |
| <b>Opening Date:</b>          | 01/27/2023   |
| <b>Closing Date:</b>          | Until filled   |
| <b>Duration:</b>              | Temporary/Part-time (Ends March 31, 2024)                          |
| <b>Hours/Week:</b>            | 20   |
| <b>Work Location Address:</b> | Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701 |

**JOB OBJECTIVE:** Provide grant management 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, including communication with 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. Administer subgrants made through the Hurricanes Harvey, Irma, and Maria Emergency Supplemental Historic Preservation Fund (HIM-ESHPPF) grant program. Coordinate and process funding agreements, reimbursement requests, and other grant documentation with staff in DOA and Staff Services, grant recipients, and the National Park Service.
2. 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 and the Courthouse Preservation Program.
3. Perform consultation with the public, architectural consultants, and government officials regarding grant administration.
4. Assist in development of documentation for final closeout of the HIM-ESHPPF grant program with the National Park Service. Assist in documenting internal grant policies and procedures for use as a guide in future emergency grant appropriations.
5. Participate in conferences and workshops and speak to communities and professional groups about the Texas Historical Commission's programs to encourage participation.
6. 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.
7. Develop and review agreement documents.
8. Assist in the collection, organization, analysis, and/or preparation of materials in response to requests for program and project-specific information and reports.

9. Assist in developing and updating agency website, submitting social media content, and writing agency or outside publications.
10. Adhere to established work schedule with regular attendance.
11. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

12. 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 three 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
- 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:**

- 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;
- Skill in grant program management, preparation, development, evaluation, and monitoring;
- 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.

**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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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**