Texas Historical Commission
Job Vacancy Notice

Position Title: Executive Director
Classification Title: Executive Director
Job Posting Number: 23-71
Salary: $13,054.33 - $14,022.50/Monthly
FLSA: Exempt
Salary Group/Class #: Group 5
Opening Date: 05/30/2023
Closing Date: Until Filled
Hours/Week: 40
Duration: Regular, Full-time
Work Location Address: Carrington-Covert House, 1511 Colorado Street, Austin, Texas 78701

JOB OBJECTIVE: The Executive Director performs highly responsible administrative and consultative work under the general oversight of the Commission to discharge the agency’s mission, with wide latitude for initiative and independent action and judgment. The Executive Director’s responsibilities include management and coordination of the overall operations of the Commission, with particular emphasis on the management of historic sites, an understanding of the economic impact of historic preservation, the importance of heritage travel, and the advantages of an effective regulatory environment. The Executive Director serves as an appointee of the Governor as the State Historic Preservation Officer (SHPO) in administering the National Historic Preservation Act.

ESSENTIAL DUTIES:
1. Provide leadership and coordination to the Texas preservation community (urban and rural), including volunteers and preservation professionals serving in County Historical Commissions, historical societies, and museums, in municipal and county planning and preservation offices, and in the archeological community.
2. Provide leadership and coordination with the State’s public and nonprofit heritage organizations.
3. Coordinate the agency’s public relations/marketing outreach program; respond to the news media concerning all agency inquiries, programs, and historic preservation projects in general.
4. Assure that the agency serves the diverse interests of the people of Texas in an effective, sensitive, and responsive way.
5. Oversee the timely review of over 15,000 federal projects in Texas annually, to assess their impact on properties listed in or eligible to be listed in the National Register of Historic Places.
6. Oversee the nomination of properties to the National Register of Historic Places.
7. Oversee the administration of the federal and state preservation tax credit programs.
8. Oversee the administration of an annual $1.9 million federal grant.
9. Provide oversight and guidance to the agency’s advisory committees including the Antiquities Advisory Board, the State Board of Review, the Texas Preservation Trust Fund Advisory Committee, and the Texas Holocaust, Genocide, and Antisemitism Advisory Commission.
10. Manage the Commission’s annual agency budget that exceeds $100 million per year.
11. Serve in a non-voting ex officio capacity as a member of the board of trustees of the Friends of the Texas Historical Commission; provide information in support of private fundraising efforts by the Friends of THC; seek funding through other programs in support of special projects and expansion of programs at historical sites.
12. Conduct cooperative projects through interagency contracts and memoranda of agreement, including participation in efforts to promote heritage tourism through agency programs including the Texas Heritage Trails Program.

13. Carry out all state and federal statutory mandates applicable to the Commission.

14. Prepare and implement a strategic plan for organizing, coordinating, and conducting agency functions in a comprehensive historic preservation program to ensure that the goals and objectives of the agency are achieved using the agency’s personnel, facilities, and equipment as efficiently as possible.

15. Analyze and evaluate program operations and performance measures and present suggestions and recommendations for improvement for the Commission’s consideration.

16. Prepare and present state and federal appropriations requests and assure that allocations are properly expended, and all appropriate records are kept, and reports are filed.

17. Educate and inform elected officials in the State Legislature and Federal Congress on proposed or pending legislation affecting agency operations; attend legislative hearings as directed, give testimony at such hearings, and prepare reports for legislative committees.

18. Maintain communications with state leadership, including the office of the Governor and the state’s Attorney General.

19. Consult with governmental agencies, private organizations, corporations, and individuals on all manner of preservation projects, as necessary or required, and make substantive executive decisions for the agency, assuring that applicable standards and regulations are followed.

20. Participate in conferences, make presentations, serve on committees and boards of directors, and represent the agency at social events, including receptions, dedications, and award presentations, related to historic preservation.

21. Review plans for work on the Governor’s Mansion, its contents, and grounds, and manage the contents of the Governor’s Mansion in accordance with the contract with the Friends of the Governor’s Mansion.

22. Hire, terminate, assign duties of, evaluate the performance of, reward, and establish the compensation of all agency staff.

23. Maintain current personnel policies, employee development and training plans, and general agency morale.

24. Train newly appointed commissioners, coordinate the work of commission committees, arrange commission and committee meetings, prepare agendas, and review minutes.

25. Supervise planning for the annual historic preservation conference.

26. Assure operational efficiency and effectiveness of the agency’s digital resources, including the agency website, online ATLAS, heritage tourism website, and related apps, and the agency’s social media accounts.

27. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as necessary.

NON-ESSENTIAL DUTIES:

28. Perform other duties as assigned.

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

- Master’s degree in historic preservation or a closely related field;
- Minimum ten years’ work experience in managing a historic preservation agency or organization, or comparable experience managing similar functions in a heritage or history-related organization;
- General understanding of Texas history, archeology, and/or architecture;
- Direct experience in managing or operating historic sites;
- Proven ability to work effectively with the public;
- Ability to speak and write effectively;
- Experience making public presentations;
- Significant supervisory experience;
• Ability to work with people at all levels of professional expertise in the agency’s programs;
• Valid driver’s license, acceptable driving record, and ability to drive a state vehicle; and
• Willingness to travel up to 25% of the work period.

PREFER:
• Familiarity with federal historic preservation law;
• Experience administering the federal Section 106 review process under the National Historic Preservation Act;
• Qualify under one or more of the Professional Qualification Standards established by the Department of the Interior for preservation professionals;
• Knowledge of and appreciation for the preservation of historic places;
• Extensive knowledge of Texas history, archaeology, and/or architecture; and
• Experience with state administrative practices in Texas.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Proven experience in leadership, management, strategic planning, and public speaking.
• Effective verbal and written communication, human relations, and organizational skills.
• Effective critical thinking skills.
• Knowledge of Texas State government and the legislative process.
  • Skill in providing customer service excellence to both internal and external customers.
• Ability to work effectively with Commissioners and various support groups to achieve the Commission’s goals and objectives.
• Ability to work with people who hold a broad variety of political positions.
• Ability to analyze problems, evaluate alternatives, and recommend effective solutions.
• Ability to process information logically 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 exercise sound judgment and discretion.
• Ability to maintain the highest level of confidentiality.

ENVIRONMENT/PHYSICAL CONDITIONS: This position is housed in a historic building close 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 to 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.

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