Texas Historical Commission
Job Vacancy Notice
(Effective date of this position is September 1, 2023)

Position Title: Office Manager
Classification Title: Administrative Assistant IV
Job Posting Number: 23-90
Salary: $3,900.00-$4,500.00/Month
Salary Group/Class#: A15/0156
FLSA: Non-exempt
Opening Date: 06/27/2023
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 1700 North Congress, Austin, Texas 78701

JOB OBJECTIVE: Under the direction of the Staff Services Division Director/CFO, this position is responsible for supporting the Staff Services Division with outstanding customer service through the dissemination of information, records, filing systems, databases, purchasing, and coordination of the programs within the division at the Texas Historical Commission (THC). Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Perform advanced administrative support for the Staff Services Division by determining necessary tasks and follow-up actions and implementing plans that effectively utilize resources and balance priorities. Coordinate closely with the Executive Assistant and other agency Office Managers.
2. Open and distribute agency mail. Serve as the Agency contact with the Statewide Procurement Division of the Comptroller’s Office, maintain Agency postage balances, and remit funds as needed to maintain balances.
3. Prepare and deliver bank deposits.
4. Serve as the purchasing liaison for the Staff Services Division working with staff on preparing requests for office supplies and other items needed by the division. Reconcile monthly Citibank statements for Staff Services according to procedures provided by the accounting staff.
5. Receive and sign for deliveries; inform necessary staff or divisions of goods received; provide packing slip and receipt information to proper accounts payable staff member.
6. Maintain the Invoices In-box and distribute incoming invoices and packing slips to the appropriate accounts payable staff. Maintain the invoices log. Work with accounts payable staff and Team Lead to clear discrepancies and past due issues.
7. Receive and mail out payment warrants. Send out emails to accounts payable staff on warrants distributed.
8. Main point of contact for entering and maintaining vendor information in the Comptroller’s systems (TINS and CAPPS). Works with vendors to collect correct documentation and works with accountants on 1099 reporting.
9. Assist purchasers by receiving bid packets for Agency projects and forwarding them to the appropriate purchaser.
10. Maintain the markers database and works with Chief Accountant to address discrepancies during monthly reconciliations.
11. Assist Grants Accountant with follow-up on necessary forms for the various grant programs as well as obtaining information from other Divisions to aid with compiling End-of-Year and Applications.
12. Serve as the Records and Information Management (RIM) contact for the Staff Services Division. Conducts an annual inventory of the division’s in-house documents and files.
13. Serve as the Open Records Request liaison for the Staff Services Division and coordinate with the executive office, division, and agency staff in responding to such requests. Prepare monthly Open Record Request summaries for the Executive Office.
14. Assist the Director of Staff Services and staff with compiling materials for the agency's quarterly meetings.
15. Develop, coordinate, and maintain record-keeping systems for electronic and physical files and records.
16. Assist with meetings, to include reserving rooms and equipment, scheduling attendees, coordinating set up, attending meetings, taking notes, and preparing meeting summaries/minutes.
17. Assist with maintaining fleet inventory spreadsheets with necessary fleet information for agency vehicles. Maintain fleet files and ensure all necessary information is maintained in the files. Work with Fleet Manager on scheduled service.
19. Perform special projects as assigned.
20. Adhere to an established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
22. 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 a degree in business, public administration, communications, or a related field (one year of relevant work experience related to the essential duties may substitute for one year of college);
• Minimum three years of work experience in administrative or project support work;
• Work experience compiling technical program reports;
• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access) and Adobe Acrobat Pro;
• Experience developing and maintaining file systems;
• 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/or
• Proven skills in database management.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of general office management, administrative, accounting, and clerical procedures;
• Effective verbal and written communication, human relations, and organizational skills;
• Skill in the use of general office machines;
• 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 communicate with others using sensitivity, tact, and diplomacy;
• Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
• 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 adapt successfully and quickly 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 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 50 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.

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 the 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 their exemption from the requirement as a condition of state employment.

THC will conduct a driving and criminal background check as part of the employment process. 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.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER