

Texas Historical Commission

Job Vacancy Notice

Position Title:	Site Manager, Sam Bell Maxey State Historic Site
Classification Title:	Park/Historic Site Superintendent I
Job Posting Number:	24-1500-18
Salary:	\$5,000.00-\$5,450.00/Monthly
Salary Group/Class#:	B20/2700
FLSA:	Exempt
Opening Date:	10/12/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	Sam Bell Maxey State Historic Site, 812 South Church Street, Paris, Texas 75460

JOB OBJECTIVE: Under the direction of the Director of Historic Sites Operations, the Site Manager is responsible for the effective administration, management, and operation of the Sam Bell Maxey State Historic Site. Responsibilities include, but are not limited to: budget development and management; maintenance of site; resource management and curatorial care of original and reproduction artifacts and exhibits; visitor services, interpretive and educational program planning, development, scheduling, production, and evaluation; operate; development of beneficial partnerships, volunteer management, media relations, promotional and marketing activities; records management and reporting; management of minor repair and maintenance projects; and personnel management. The Site Manager assists the Director of Historic Sites Operations and the Deputy Executive Director for Historic Sites with effective coordination and interaction with headquarters staff, community stakeholders, and local government entities on matters affecting the site. Provide leadership to site staff, volunteers, and other stakeholders to successfully manage and conserve the site's natural and cultural resources. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Hiring and supervision of site staff.
2. Direct the day-to-day operations of the site, including visitor services, programs, safety and security.
3. Responsible for program planning, development, and implementation.
4. Develop and implement effective techniques for the evaluation of operations and programs.
5. Study and analyze operations and problems and prepare reports of findings and recommendations.
6. Prepare justifications for and assist in implementing procedural changes and policy compliance.
7. Work with program staff in determining trends and resolving technical problems.
8. Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs.
9. Evaluate employee performance and identify mentoring, coaching, and training opportunities for staff members.
10. Provide recommendations on staffing needs and organization.
11. Communicate THC policy, business, and information to staff on a timely basis.
12. Communicate issues, opportunities, Friends group ideas, and initiatives to the supervisor in a timely and effective way.
13. Maintain knowledge of current historic preservation and museum best practices.
14. Participate with the Division, THC leadership, and Commission in defining the site mission.
15. Communicate the mission to stakeholders, Friends, and the community.
16. Identify priorities and resources in annual and long-range planning for the program.

17. Provide effective liaison with site Friends group and assist them in annual planning, submission of the annual program, and timely reporting to the Division as required.
18. Represent THC and the Historic Sites Division as needed in public meetings, seminars, and other events.
19. Coordinate public relations, media, and marketing activities with the Communications Division.
20. Oversee collections care and management in consultation with the Division of Historic Sites' Chief Curator and the site's Regional Curator to ensure artifact and paper collections are under the site's physical and intellectual control, appropriately stored, and documented. Collections include historic buildings and features of the site.
21. Oversee maintenance and preservation planning and identify needed projects and appropriate resources to accomplish them.
22. Implement a cyclical maintenance program for the historic site.
23. Direct the interpretive program for the site, including research, planning, development of programs and exhibits, and conducting special and educational programs and audience research needed.
24. Provide subject matter expertise related to the historic site and its period of Texas history and ensure the accuracy of material produced about the program or site.
25. Prepare annual budget proposal, monitor site expenditures to prevent overspending, and approve expenditures from the site budget.
26. May develop procedure manuals and planning documents.
27. May train others.
28. Adheres to the established work schedule with regular attendance.
29. Follows all THC safety guidelines, policies and procedures, and ethics requirements.

NON-ESSENTIAL DUTIES:

30. 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 with a degree in History, American Studies, Museum Studies, or a closely related field that included coursework in museum studies;
- Minimum two years' work experience in cultural resource management, historic sites, or museum field;
- Minimum one year of administrative and supervisory experience in directing a museum or historic site;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Master's degree in History, American Studies, Museum Studies, or a closely related field that included museum studies coursework with two years' work experience in the museum field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of historic site administration and operations;
- Knowledge of cultural resource management;
- Knowledge of museum interpretation/education;
- Knowledge of safety rules, regulations, practices and procedures;
- Skill in overseeing facility/equipment/grounds repair programs and repair techniques;
- Ability to develop marketing, promotional activities, and special events;
- Ability to manage programs and projects;
- Ability to develop and maintain financial systems;
- Ability to develop relationships and professional partnerships with diverse communities;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- 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 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 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 irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays, or holidays. This position may involve walking, standing, pulling and pushing, kneeling, stooping and bending, safely lifting and carrying items weighing up to 30 pounds, and climbing one steep flight of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces. Must be able to work extended periods at a computer. Occasional travel with an overnight stay.

REMARKS (Application procedures, Special requirements): The 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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.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