

Texas Historical Commission Job Vacancy Notice

Position Title:	Cemetery Preservation Program Specialist
Classification Title:	Program Specialist III
Job Posting Number:	24-22
Salary:	\$4,700.00-\$5,200.00/Month
Salary Group/Class#:	B19/1572
FLSA:	Exempt
Opening Date:	10/24/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	105 W 16th Street, Austin, TX 78701

JOB OBJECTIVE: Under the guidance of the Cemetery Preservation Program Coordinator and the Director of the History Programs Division at the Texas Historical Commission (THC), the Cemetery Preservation Program Specialist processes Historic Texas Cemetery (HTC) designations and develops training and outreach activities to support cemetery preservation efforts in Texas. Work involves assisting with the development and implementation of cemetery program guidelines, procedures, policies, rules, and regulations; evaluation of program activities; and providing training, consultative, and/or technical assistance for the cemetery program with an emphasis on African-American cemeteries. May provide guidance to others. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Process HTC designation applications, including evaluating application materials to ensure documentation meets program eligibility criteria; reviewing deed records and ensuring that they correspond to the correct property; occasionally travel to cemeteries to assist in HTC application and documentation; occasionally travel to counties to research deeds; confirm application documentation; data entry; scanning supporting documentation; communicating with applicants, county historical commissions, and cemetery trustees; and developing electronic maps of cemeteries.
2. Maintain accurate database and other records of all HTC-designated cemeteries, including recording HTC locations in the agency's online Historic Sites Atlas using ArcGIS.
3. Develop and implement training programs on topics or issues related to historic cemeteries and cemetery preservation best practices, including online training materials and public workshops with an emphasis on African-American cemeteries.
4. Provide consultative and technical assistance regarding cemetery preservation to individuals, county historical commissions, cemetery volunteer groups, local officials, and the public.
5. Create and edit publications and technical assistance documents.
6. Develop and update information for agency websites or social media outlets with an emphasis on African-American cemeteries.
7. Research and implement changes to current rules and policies as needed.
8. Respond to public and media requests for cemetery preservation program information.
9. Assist the program coordinator in fostering current partnerships and developing new partnership opportunities.
10. Adhere to an 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 college or university with a degree in history, public history, historic preservation, cultural anthropology, or archeology with an emphasis on historic research or a related field;
- Minimum two years' professional work experience in historical research or historic preservation;
- Work experience developing education, training, and outreach activities relating to history;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Master's degree in history, public history, historic preservation, cultural anthropology, or archeology with an emphasis on historic research or related preservation field with an emphasis on historic research;
- Work experience with cemetery-related projects, programming, and public presentations;
- Work experience researching and interpreting African-American history; and/or
- Recent and comprehensive use of ArcGIS Pro.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Historic Texas Cemetery designation program;
- Knowledge of the Secretary of the Interior's Standards;
- Knowledge of conservation treatments for historic materials;
- Knowledge of Archeological code of conduct and standards of research;
- Knowledge of Texas and/or southern history and Texas geography;
- Knowledge of Texas cemetery laws, rules, and case law;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Comprehensive knowledge of Microsoft Outlook, Word, Excel, PowerPoint, Adobe Acrobat and ArcGIS Pro;
- Skill in researching historic documents, including deed records and historic maps described in this application;
- Ability to work with and engage a wide range of diverse cultural groups described in this application;
- Ability to teach others research methods associated with historic maps, deeds, and property surveys described in this application;
- Ability to work within a team setting, establish and maintain effective working relationships with division employees, other state agencies, and the public;
- Ability to develop and deliver public programs;
- Ability to write clearly and ability to write and edit technical publications;
- Ability to work effectively under pressure and meet strict deadlines while maintaining concurrent projects with extreme attention to detail;
- 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: 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. This position is occasionally in an outdoor setting where there is exposure to high temperatures, weather, dust, insects, and pollution. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight. **Position requires regular, in-office presence, but the agency telework policy may permit approval of up to three days per week of remote work, subject to job and performance requirements and the agency's six-month initial period of evaluation.**

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 (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:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance 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