

Texas Historical Commission Job Vacancy Notice

Position Title:	Assistant Site Manager, San Jacinto Battleground State Historic Site
Classification Title:	Assistant Park/Historic Site Superintendent III
Job Posting Number:	24-2400-21
Salary:	\$4,800.00-\$5,250.71/Month
Salary Group/Class#:	B21/2696
FLSA:	Exempt
Opening Date:	10/24/2023
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	San Jacinto Battleground State Historic Site, 3523 Independence Parkway South, La Porte, TX 77571

JOB OBJECTIVE: Under the direction of and in collaboration with the Museum Director of San Jacinto Battleground SHS, the Assistant Site Manager helps to ensure all aspects of effective administration, management, and operation of the Museum. This includes but is not limited to operations of the store and related admissions and retail; day-to-day operations; budget development and management; visitor services; volunteer management; promotional and marketing activities; records management and reporting; and visitor services staff management and supervision. Work also involves coordinating store operations, displaying and selling merchandise, and monitoring store operations for compliance with established security requirements and procedures. The Assistant Site Manager provides leadership to site staff, volunteers, and other stakeholders to successfully manage and conserve the site's cultural and natural resources. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Confer with the Museum Director in the hiring and supervision of visitor services staff.
2. Assist with the oversight of day-to-day operations of the site, including staffing, visitor services, programs, safety, and security.
3. Assist with assessing the museum's operational performance to ensure appropriate assignment and the best utilization of available staff to provide the best visitor experience. Report to the Museum Director on any issues and concerns. Annually evaluate operational performance. Identify mentoring, coaching, and training opportunities for staff and make appropriate recommendations to management for consideration. Provide staffing needs and organization structure recommendations to the Museum Director.
4. Assist in program planning, development, and implementation.
5. Assist in the development and implementation of effective techniques for the evaluation of programs.
6. Prepare recommendations for and assist in implementing procedural changes and policy compliance.
7. May consult with and speak to community and professional groups to help coordinate, improve, and stimulate interest in the program and to secure support for local programs.
8. Assist in communicating THC policy, business, and information to staff on a timely basis.
9. Maintain knowledge of current historic preservation and museum best practices.
10. Communicate the mission to stakeholders, visitors, and the community.

11. Coordinate daily operations of the store with a focus on quality, consistency, customer service and satisfaction, image and branding, marketing and promotions, competitive analyses, and marketplace trends.
12. Conduct formal and/or informal surveys to determine customer needs and satisfaction and recommend types of merchandise required to meet the needs of the consumers.
13. Coordinate the development of retail product lines.
14. Coordinate record of sales; collect and account for cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.
15. Coordinate and reconcile the daily receipts, including cash, check, and credit card receipts, according to fiscal control procedures.
16. Maintain, stock, and issue materials, equipment, supplies, merchandise, or other inventory.
17. Maintain accounting records of purchases, monitor inventory, and stock control records following loss prevention and agency guidelines.
18. Coordinate and complete financial calculations and required reporting according to established procedures and timelines.
19. Follow all state and local rules and regulations applicable to retail store operations.
20. Assist with any leased concessionaire offerings (food, special events, etc.) and ensure that vendors comply with agreements to provide such services.
21. Hire, train, supervise, and lead the visitor services/retail team.
22. Assist with developing performance plans and conducting performance reviews of direct reports.
23. Maintain personnel files of direct reports, including written notices of disciplinary meetings and information pertinent to future evaluations.
24. Oversee time sheet recordation, checking time sheets at the end of monthly pay periods to turn over to the Business Office Manager in a timely manner.
25. May train and supervise the workflow of others.
26. Assist with special event development and retail operations to support complex events.
27. Oversee the management of site facility rentals.
28. Assume responsibility for all necessary aspects of the Museum when the Museum Director is unavailable.
29. Adhere to an established work schedule with regular attendance.
30. Follow all THC safety guidelines, policies and procedures, and ethics requirements.

NON-ESSENTIAL DUTIES:

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 Anthropology, Archeology, History, American Studies, Museum Studies, Tourism, or closely related field;
- Minimum three years' work experience in education, cultural resources, historic sites, or museum field.
- Minimum one year of administrative and/or supervisory experience;
- 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 Anthropology, Archeology, History, American Studies, Museum Studies, Tourism, or a closely related field; or
- Work experience in museum or historic site retail business operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of retail sales practices and procedures, including ordering, receiving, inventory control, merchandise display, and record keeping;
- Knowledge of warehousing methods and procedures, inventory and stock control record keeping, customer service, and standard business practices;
- Knowledge of accounting/accountability of revenue collection;

- Knowledge of historic site administration and operations;
- Knowledge of museum interpretation/education;
- Knowledge of safety rules, regulations, practices, and procedures, including county health regulations;
- 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: Workplace setting is a historic site, in an office and outdoor setting where occasional exposure to weather, dust, insects, traveling on uneven and unpaved surfaces, and lack of environmental control are part of the working conditions. Required to work 40 hours per week, including flexible scheduled hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays, and holidays. Must be able to safely lift up to 30 pounds and be required to respond to emergency situations. Required to travel with an occasional overnight stay.

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 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Maintenance.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 on the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER