

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Inventory Data Specialist
<b>Classification Title:</b>	Data Analyst II
<b>Job Posting Number:</b>	24-32
<b>Salary:</b>	\$4,600.00-\$5,300.00/month
<b>Salary Group/Class#:</b>	B20/0651
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	11/09/2023
<b>Closing Date:</b>	Until filled.
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	208 E. 10 <sup>th</sup> Street, Austin, TX 78701

**JOB OBJECTIVE:** Under the direction of the Historic Sites Director of Earned Revenue, this position performs advanced data entry and reporting for inventory management and control; sales reporting and analysis; onsite, offsite, and outreach visitation; program participation, facility utilization, and future Customer Relationship Management and ticketing systems. To support all aspects of earned revenue in compliance with generally accepted financial and accounting auxiliary systems. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Support the implementation and execution of the agency's retail plan for its onsite and online stores.
2. Manage the point-of-Sale system and associated reporting and retail applications to ensure the integrity and accuracy of information entered and that all standard retail practices and division policies protocols have been followed.
3. Use the POS system and other business systems to produce reports that enable staff to make data-driven decisions.
4. Classify and set up merchandise in the POS system according to industry standards.
5. Assist with data compliance associated with an auxiliary account that treats retail revenue and expenses as its own department for accounting purposes.
6. Develop, maintain, and document procedures for the use of the POS and business systems, ensure effective communication with field staff about these processes, and prepare guidance and support for field-based report generation.
7. Consult with and advise Historic Sites staff regarding anticipated and actual attendance, program participation, financial and POS performance, and report preparation and analysis.
8. Independently or in collaboration with the Director of Earned Revenue, create and execute standard and customized narrative and graphic data reports that meet the evolving needs of different teams.
9. Maintain standardized tools and procedures to enter and track sales, inventory, requisitions, and purchase orders, as well as data management, backup, and improvement projects.
10. Conduct regular data hygiene procedures and perform data audits with staff; provide training and corrective support to staff as needed.
11. Support planning and decision-making by translating data into usable reports for a variety of stakeholders.
12. Recommend coding, business rules and software that capture information for analysis and action. Ensure accurate transfer of records between different systems.
13. Partner with stakeholder teams to coordinate and support information sharing across the organization's various platforms.

14. Help lead decision-making about communicating visitation, program participation, and inventory data, as well as future integrated e-commerce, ticketing, Customer Relationship Management (CRM), and other tools within a state procurement and accounting environment.
15. Follows all THC safety guidelines/procedures and ethics requirements.
16. Adhere to an established work schedule with regular attendance.

**NON-ESSENTIAL DUTIES:**

17. 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 management, data science, business with retail and/or non-profit management, or a closely related field (two years of relevant work experience related to the essential duties may substitute for one year of college);
- Work experience with data management, visualization and analytics (e.g., creation of dashboards, custom reporting);
- Work experience with development and documentation of workflows;
- Experience with developing and conducting technical training related to system usage and procedures for remote staff;
- Experience with Point of Sale and/or Customer Relationship Management software administration and related reporting software;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- May be required to travel up to 10% of the work period.

**PREFER:**

- Graduation from an accredited four-year college or university with a degree in business management, business with retail management or merchandising focus, or a closely related field;
- Minimum three years of experience with data management and analytics (e.g., creation of dashboards, custom reporting);
- Experience working with data and reporting in a retail and/or customer-based industry or organization;
- Experience working in a nonprofit, philanthropic, government, and/or higher education organization;
- Experience with Clover POS, Yellow Dog Inventory System, or institutional CRM administration;
- Experience with ad-hoc reporting and data visualization software such as Business Objects, InSights, Power BI;
- Experience with ticketing systems, Datafy, and/or other non-profit institutional CRM; and/or
- Experience with email marketing systems.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of data management, data hygiene, and data reporting in narrative and graphic formats;
- Knowledge of advanced Excel functionality to include pivot tables, validation, and automation;
- Knowledge of warehousing methods and procedures, inventory and stock control record keeping, customer service, and of standard retail and business practices.
- Knowledge of accounting/accountability of revenue collection.
- Ability to multi-task, work in a fast-paced office, and manage multiple priorities and deadlines with accuracy.
- Ability to plan, organize, and work independently, as well as within a team environment.
- Effective verbal and written communication, human relations, and organizational skills.
- Skill in providing customer service excellence to both internal and external customers.
- Skill in operating a personal computer and Microsoft Office (to include word processing, email, presentation, database, and spreadsheet software).
- Ability to accurately account for revenue collected.
- Ability to prepare and maintain detailed records, files, and reports.
- Ability to handle emergencies, complaints, stressful situations, and large 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 exercise sound judgment and discretion.

- Ability to maintain the highest level of confidentiality.

**REGISTRATION, CERTIFICATION, OR LICENSURE:**

Must have or obtain a valid Driver's License and complete a Defensive Driving Course to be able to operate state vehicles.

**ENVIRONMENT/PHYSICAL CONDITIONS:** The workplace setting is in the headquarters office. This employee may work 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, bending, safely lifting, and carrying items weighing up to 30 pounds; and climb two steep flights of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

**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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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**