

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Lead Educator/Interpreter
<b>Classification Title:</b>	Program Specialist III
<b>Job Posting Number:</b>	24-700-20
<b>Salary:</b>	\$3,900.00-\$4,513.19/Monthly
<b>Salary Group/Class#:</b>	B19/1572
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	10/19/2023
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	State of Texas Longhorn Herd, 1701 N US 283, Albany, TX 76430

**JOB OBJECTIVE:** Under the supervision of the Longhorn Herd Manager, this position performs moderately complex herd management and technical assistance work for the State of Texas Longhorn Herd of the Texas Historical Commission (THC). Work responsibilities include assisting in preserving, protecting, operating, and managing the Official State of Texas Longhorn Herd. Responsibilities include but are not limited to helping the herd manager in managing the Longhorn breeding and reproduction program to ensure the integrity of this historic herd, assisting in the oversight of the health and future viability of all herd members, and assisting with range and pasture surveys, studies, and inspections. The Herd Assistant will also deliver interpretive and educational Longhorn and other programs in cooperation with the herd manager, site manager, and Fort Griffin SHS. Other duties include cultural and natural resource stewardship, security and safety programs, maintenance and repair of facilities, grounds, and equipment, customer service, public relations, marketing and promotion, interpretation and education, special events, and community outreach. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Oversee the development, implementation, and evaluation of all interpretive and educational programs associated with the Longhorn Herd, including, but not limited to, school tours, adult tours, seminars, workshops, and special programs.
2. Greet visitors, provide site orientation, and conduct tours.
3. Research, develop, and deliver new interpretive programs for the Herd.
4. Recommend and implement activities to produce a more effective program.
5. Conduct outreach programs both on and off-site for diverse audiences.
6. Evaluate research findings relative to specific projects being developed.
7. 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.
8. Participate in program planning, development, and implementation.
9. Monitor and review programs for policy compliance and adherence to Herd goals.
10. Speak to public and private groups to promote interest in the site and museum.
11. Improve and modify existing programs, events, and exhibits as required.
12. Perform research related to the Herd's collections, exhibits, and cultural/natural resources as needed.

13. Assist with site marketing efforts by creating advertisements, print materials, and website/social media posts to promote programs and special events.
14. Responsible for care, feeding, watering, vaccinating, castrating, branding, ear tagging, culling, and taking cattle to sale.
15. Work closely with longhorn cattle, inspecting for health, illness, and/or injury.
16. Load cattle in trailers, transport, and show cattle.
17. Inspect pasture and cattle regularly in all kinds of weather.
18. Work with various chemicals and application equipment to control invasive species in areas used for grazing by the longhorn herd.
19. Oversee the mending, repairing, and installing of barbwire fences, water troughs, and other cattle infrastructure.
20. Participate in volunteer recruitment, training, and scheduling.
21. Prepare reports and maintain records, particularly regarding site programming.
22. Collaborate and develop relationships with local agencies, businesses, universities, and organizations to create and implement mutually beneficial programming and strengthen the Herd's partnership with the community to serve key audiences better.
23. Assist with supervising interns and volunteers occasionally, particularly in the absence of the Herd Manager.
24. Assist in preparing the annual budget for interpretive and educational initiatives and programs and monitoring related expenses.
25. Assist with maintenance and housekeeping, as needed.
26. May train others.
27. Adhere to an established work schedule with regular attendance.
28. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

29. 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 animal science, agricultural education, history, museum studies, or a closely related field;
- Minimum three years of work experience in at least two of the following areas: (1) management of all aspects of an operational cattle breeding herd; 2) researching, developing, and implementing public interpretive programs or events; and/or (3) other related experience in a field or related field listed above;
- Hands-on experience in farming and/or ranching or closely related fields.
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 15% of the work period.

**PREFER:**

- Master's degree in animal science, agricultural education, education, public history, museum studies, or closely related field;
- Certification in interpretive techniques from a nationally recognized institution;
- Experience recruiting, training, and managing volunteers for education programs and/or
- Work experience assisting in managing a registered, rare cattle breed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of American history and government and Texas history;
- Knowledge of State and local, regional history;
- Knowledge of expert livestock handling practices;
- Knowledge of historic and current ranching practices in Texas;
- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;

- Skill in conducting and documenting historical research;
- Skill in public speaking, planned or spontaneous, in front of diverse audiences;
- 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 work with Texas Longhorn cattle and transport them to events and programs with a pickup and livestock trailer.
- Ability to safely operate ATVs, tractors, and other farm machinery to feed and hay cattle.
- Ability to operate a pickup and gooseneck livestock trailer with expert skill.
- Ability to safely display Texas Longhorn cattle to the public and recognize animal behavior to keep the cattle and public safe.
- Ability to handle, saddle, and ride a horse adequately to aid in cattle gathering and movement and for interpretive programming.
- Ability to safely load and transport horses with a pickup and livestock trailer.
- Ability to conduct multiple programs in a day, with long periods of standing and walking;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information logically and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work and communicate 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. Required to respond to emergency situations. Mostly sedentary 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. Must be able to work extended periods at a computer. Occasional travel with an 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\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

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