

Job Vacancy Notice

Position Title:	Program Coordinator, Courthouse Preservation Program
Classification Title:	Architect III
Job Posting Number:	20-22
Salary:	\$5,259.00- \$7,000.00/month
Salary Group/Class#:	B-25/2266, Architect III
FLSA:	Exempt
Opening Date:	02/07/2020
Closing Date:	Until filled
Duration:	Regular/Full-time
Hours/Week:	40
Work Location Address:	Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Provide leadership to THC's Texas Historic Courthouse Preservation Program in the Division of Architecture. This renowned, state-funded program has administered over \$300 million in grants to 99 counties to fully-restore (70) or preserve (29) courthouses over the past twenty years. In addition to providing grants, the program works in partnership with counties across the state to maintain courthouses through the Texas Courthouse Stewardship Program. Program staff also provides project review under federal and state preservation laws.

The selected candidate will oversee the daily operations and activities of the courthouse preservation program by managing a team of four full-time professionals. The Program Coordinator serves as a liaison to the Division Director, in cooperation with four other program coordinators within the division.

ESSENTIAL DUTIES:

1. Coordinate the Texas Historic Courthouse Preservation Program's application, project selection and grant management processes. Establish program goals and objectives in accordance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, with primary focus on Restoration Treatment. Develop policies and procedures as the grant program evolves. Establish priorities, schedules, and standards for achieving program goals, while coordinating and evaluating program activities.
2. Serve as team lead for the courthouse program project reviewers and administrative staff. Provide guidance to staff on technical review, program policies and grant management. Provide training to new staff members. Plan, assign, supervise, and evaluate the work of program staff.
3. Oversee the Texas Courthouse Stewardship Program educational and outreach activities. Provide guidance in historic facility maintenance best practices.
4. Oversee the regulatory review and permitting of county courthouses under the Antiquities Code of Texas (Texas Administrative Code, Title 13, Part 2, Chapter 26) and Texas Courthouse Law (Texas Government Code, Section 442.008), and Recorded Texas Historic Landmarks (RTHL) designation. Work cooperatively with the Federal and State Review Program to oversee review of courthouses under Section 106 of the National Historic Preservation Act (NHPA).
5. Assist in the development and implementation of easement policies and procedures as the division's easement

- program evolves. Oversee the management of preservation easements on historic county courthouses.
6. Develop content for the agency website, publications and special exhibits on courthouse programs.
 7. Provide program consultative and technical assistance to agency staff, governmental agencies, community organizations and the general public.
 8. Work with community and professional groups to coordinate, improve and stimulate interest in the agency's courthouse preservation programs.
 9. Oversee the development, review and revision of legislation pertaining to the courthouse programs, including development of legislative budget requests.
 10. Identify areas of needed change and make recommendations to the Division Director. When necessary, develop revisions to program policies and procedures, including through changes to agency administrative rules (Texas Administrative Code, Title 13, Part 2, Chapter 12 and Chapter 17.2).
 11. Represent the courthouse preservation program at meetings, hearings, trials, conferences, and seminars or on boards, panels and committees at the discretion of the Division Director.
 12. Develop agenda items, supporting materials, and presentations for the Commission and the Antiquities Advisory Board as needed.
 13. Maintain program policy and procedure guidance documents.
 14. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgement.
 15. Adhere to established work schedule with regular attendance.
 16. Follow all THC safety guidelines/procedures and ethics requirements.

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 with a professional architecture degree (Bachelor or Master of Architecture), from an NAAB-accredited college or university (or a comparable, internationally accredited professional architecture degree) with coursework in historic preservation;
- Minimum five years' full-time professional experience in historic preservation, including review or creation of detailed investigations of historic structures, historic architecture research, and construction drawings and specifications for preservation projects;
- Demonstrated experience with architectural procedures, including in-depth application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Extensive experience supervising staff by effectively training and mentoring, delegating tasks, assigning reasonable timelines, coaching team members on quality, and holding team members accountable for work production;
- Demonstrated public speaking and writing skills; and
- Required to travel up to 20% of the work period.

PREFER:

- Post-professional graduate degree in architecture, historic preservation, American architectural history, preservation planning or a closely related field;
- Seven or more years' full-time professional experience in historic preservation, including in-depth administration of historic restoration planning and construction projects;
- Experience administering commercial-scale construction projects;
- Experience applying best practices in historic facility maintenance;
- Significant supervisory experience over a team of architects, designers, planners, administrators, and architectural historians;
- Experience with public agency administrative best practices including human resources, procurement, grant administration, and project management; and
- Knowledge of and experience with Texas Historical Commission review procedures and policies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of architectural principles, techniques and procedures;

- Knowledge of historic and modern building materials and construction methods;
- Knowledge of state and federal laws related to historic preservation;
- Knowledge of building codes, accessible design, and sustainability;
- Skill in interpreting architectural construction drawings and specifications;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to gather, assemble, correlate, and analyze facts;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to explain complex issues in a clear and concise manner through written and verbal communication;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to adapt successfully to change, while continuing to deliver quality results in a timely manner;
- Ability to plan, organize and work independently, within the framework of a diverse team environment with cooperative decision-making;
- Ability to communicate with others using sensitivity, tact, and diplomacy;
- Ability to work in partnership with government officials;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

- Must be a registered architect with the Texas Board of Architectural Examiners (TBAE) or registered for an architect license with TBAE within six months of hire; and
- 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. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. 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, national origin, genetic information, age or disability 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_AccountingAuditingandFinance.pdf

Veterans: Go to www.texaskillstowork.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