

## Texas Historical Commission Job Vacancy Notice

**Position Title:** Director, Division of Architecture  
**Classification Title:** Architect IV/Director II  
**Job Posting Number:** 19-6  
**Salary:** \$8,562.25. - \$10,761.42/monthly  
**FLSA:** Exempt  
**Salary Group/Class #:** B27/2268 Architect IV  
B27/1621 Director II

**Opening Date:** 09/18/2018  
**Closing Date:** Until Filled  
**Hours/Week:** 40  
**Duration:** Regular, Full-time  
**Work Location Address:** 108 West 16<sup>th</sup> Street, Austin, TX 78701

**JOB OBJECTIVE:** The Texas Historical Commission (THC) is the state agency for historic preservation. Agency leadership consists of a Governor-appointed commission, an Executive Director, two Deputy Executive Directors and six Division Directors. The subject position is the Director of Architecture with direct responsibility for the programs administered by that division and for the approximately 20 staff positions deployed in that Division. This position reports to the Executive Director.

### **ESSENTIAL DUTIES:**

1. Serve as the Deputy State Historic Preservation Officer for architecture directing Section 106 and Section 110 reviews for the Division of Architecture.
2. Oversee and direct the following division programs: Federal Rehabilitation Tax Credit program, Texas Historic Preservation Tax Credit program, Texas Preservation Trust Fund Grant Program architectural projects, State Antiquities Landmark permitting and reviews for historic buildings, Recorded Texas Historic Landmark reviews, preservation covenant and easement program for historic buildings and preservation of the agency's historic buildings at the Austin campus.
3. Oversee efforts of the director for historic county courthouse reviews, Texas Historic Courthouse Preservation Program and Texas Courthouse Stewardship program.
4. Lead and enhance a multidisciplinary staff of architects, program specialists and facilities staff, inspiring them to be creative and innovative in how they approach their jobs.
5. Serve as the primary liaison to the Governor-appointed Commission on all the above program areas.
6. Develop, manage and evaluate the division budget.
7. Work with the Friends of the Texas Historical Commission in their efforts to raise funds to support division projects and programs.
8. Work constructively with the commissioner appointed to chair the committee overseeing the division's activities.
9. Maintain a productive, team-oriented work atmosphere by staying involved in the daily functions of the division when necessary and appropriate. Communicate with and set a good personal example for the staff to develop professionally.
10. Assist division staff in their day-to-day operations. Address programmatic issues as they arise.
11. Communicate often and effectively with the Executive Director. Keep him/her informed about issues affecting the division and its operation.
12. Involve the Executive Director when issues are sensitive to external customers or involve policy questions. Share concerns and opportunities for improvements with the Executive Director.
13. Handle special assignments relative to certain state agencies and other partner organizations.

14. Serve as the agency liaison to the Texas Society of Architects.
15. Report regularly to the Executive Director on issues relative to those assignments and make recommendations for improved cooperation and interaction.
16. Present division update by PowerPoint at quarterly meetings of the commission and at committee meetings.
17. Assist in developing and implementing the agency's strategic plan, including the State Historic Preservation plan.
18. Work across division lines, helping to support the work of other divisions whenever possible.
19. Provide program consultative and technical assistance to agency staff, governmental agencies, community organizations and the general public.
20. Work with and speak to community and professional groups to coordinate, improve and stimulate interest in the agency and THC's architectural programs.
21. Oversee the development, review and revision of legislation pertaining to the Architecture Division.
22. Oversee special investigations, research studies and internal audits.
23. Plan, implement, coordinate, monitor and evaluate division's policies and procedures.
24. Identify areas of needed change within the division and make recommendations to improve operations and IT systems.
25. Represent the agency and Architecture Division at meetings, hearings, trials, conferences, and seminars or on boards, panels and committees.
26. Develop agendas and supporting materials for the Commission's Architecture Committee and attend and provide guidance at all meetings of that committee and of the Commission.
27. Attend meetings of the Antiquities Advisory Board and provide advice and guidance on matters related to the business of the Division of Architecture.
28. Adhere to established work schedule with regular attendance.
29. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

30. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

- Professional 5-year Bachelor of Architecture degree or professional Master of Architecture degree from a National Architectural Accreditation Board (NAAB) accredited architecture program;
- Work experience in supervising or leading a team to successfully achieve program results, including experience establishing organizational and employee goals and expectations;
- Experience making public presentations and demonstrate an ability to work with people at all levels of professional expertise in the agency's programs (including architects, archeologists, historians, interpretive specialists, curators, etc.);
- Experience conducting employee coaching and counseling, and managing operational and employee performance;
- 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:**

- Post-professional graduate degree or certificate in architecture, architectural history, historic preservation or a closely related field.
- Minimum ten years work experience in providing or reviewing technical information and/or preparing plans, specification and/or reports for historic preservation projects.
- Significant supervisory experience;
- Experience with public agency administrative best practices including Human Resources, procurement and project management.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of architectural procedures and methodology for preservation projects,
- Advanced knowledge of the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- Effective verbal and written communication, human relations, interpersonal and organizational skills;
- Effective critical thinking skills;

- Knowledge of local, state and federal laws and regulations relevant to the division's program areas and of the principles and practices of public administration and management;
- 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 establish and maintain successful working relationships with the Commission and staff and representatives from outside entities;
- Ability to work in a respectful and diplomatic partnership with elected and appointed officials at all levels of government;
- Ability to manage architecture program activities, to establish goals and objectives, to devise solutions to administrative problems, to develop and evaluate policies and procedures, to prepare reports, to communicate effectively, and to plan, assign and supervise the work of division staff;
- Ability to handle situations with sensitivity, tact and diplomacy;
- Ability to establish program goals and objectives that support commission initiatives;
- 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 explain complex issues in a clear and concise manner through written and verbal communication.
- 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 pass a Defensive Driving Course to be able to operate state vehicles;
- Must have a valid professional license to practice architecture.
- Registration as an architect by the Texas Board of Architectural Examiners, either through examination or reciprocity within six months of hire date.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a state building next to the agency's headquarters near the State Capitol in Austin 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. Applicants must be willing to travel and overnight travel is often required. This position attends and sometimes presents at conferences, meetings and workshops, requiring evening and weekend work hours. Travel typically requires driving, although some air travel is also expected.

**REMARKS (Application procedures, Special requirements):** State of Texas application must be submitted through the Work In Texas website at [www.workintexas.com](http://www.workintexas.com). You must have a WorkInTexas 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\\_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**