

**Job Posting Number:** 10-19  
Salary: \$3,208.33-\$4,000.00 Monthly

Opening In-house: 7/21//2010 Closing In-house: Until Filled  
Opening Outside: 7/21/2010 Closing Outside: Until Filled

## **Texas Historical Commission Job Vacancy Notice**

**Position Title:** Project Design Assistant

**Salary Group/Class #:** B17 / 2255

**Work Location Address:** 1304 Colorado Austin, TX 78701

**Mailing Address:** P O Box 12276, Austin, Texas 78711

**Phone Number:** 512 / 463-5849

**Duration:**  Regular, Full-time 40 hrs/week  Temporary, will terminate: \_\_\_\_\_

Seasonal/Summer Job  Part Time, \_\_\_\_\_ hours/week

**Typing:** W.P.M. NA No more than \_\_\_\_\_ errors

**Texas Driver's License:** Yes:  No:

**Travel Required:** Yes:  No:

### **JOB DESCRIPTION:**

Performs moderately complex design assistance work with an emphasis on historic commercial buildings for Texas Main Street cities. Work involves providing architectural and historic preservation assistance in an office or field setting. Works under the direction of the State Main Street Coordinator and Main Street Architect(s) with moderate supervision. Some travel required.

### **EXAMPLES OF WORK PERFORMED:**

- Suggests designs for maintaining historic commercial buildings and performs drafting and design functions.
- Creates and presents architectural renderings of preservation design solutions
- Creates and presents preservation training materials
- Receives, reviews, and maintains project files and prepares the appropriate reports.
- Makes historic preservation recommendations in conformance with The Secretary of the Interior's Standards for the Treatment of Historic Properties
- Assists in reviewing, monitoring, or designing construction or rehabilitation projects.
- Provide historic preservation and design training for Main Street Managers and other community members.
- May undertake or coordinate the architectural resource surveys, design guidelines, or National Register nominations for downtown commercial districts
- Performs related work as assigned.

### **GENERAL QUALIFICATIONS:**

Graduation from an accredited four-year college or university required with major course work in architecture or a related field such as urban planning, construction management, environmental design, or interior design required. Specialization or experience in historic preservation is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of architectural principles, techniques, and procedures is required. Knowledge of architectural history and the ability to create historic preservation design guidelines, undertake architectural resource surveys, or to research and write National Register nominations is preferred. An understanding of The

Secretary of the Interior's Standards and experience in interpreting the standards is preferred. Significant knowledge or experience related to sustainable design or LEED is beneficial.

Skill in the use of standard tools of the profession and in interpreting architectural plans and specifications is required. Ability to perform drafting and design functions and to train others is required. Knowledge of Adobe Photoshop®, Illustrator® and/or SketchUp® is preferred.

**REMARKS** (Application procedure, Special requirements): Applications must be submitted on the State of Texas Application for Employment form available on the web at [www.thc.state.tx.us](http://www.thc.state.tx.us). Please mail applications to P.O. Box 12276, Austin, Texas 78711 or deliver them in person at 1700 N. Congress Avenue, Suite B-65, Austin, Texas. Resumes and cover letters can be attached, but are not required. Resumes cannot be submitted in lieu of applications. Applications will be reviewed, and top applicants will be contacted for interviews. After a qualified person has been chosen for the position, letters will be mailed to all interviewed applicants letting them know the position has been filled. Disability access for application submission, testing and interview accommodations can be provided upon reasonable notice.

**For New Hires/Rehires:**

**Health Coverage/Retirement Waiting Period: There is a 90-day waiting period for health coverage and retirement contribution.**

\* If hired for employment, you will need to provide a document or documents that establish identity and employment eligibility. Document or documents must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the Texas Employment Commission office.

AN EQUAL OPPORTUNITY  
AFFIRMATIVE ACTION EMPLOYER

Date Form Completed: 6/4/10