Position Title: Courthouse Program Specialist
Classification Title: Program Specialist I
Job Posting Number: 23-117
Salary: $4,000.00-$4,618.00/Monthly
Salary Group/Class#: B17/1570
FLSA: Exempt
Opening Date: 08/11/2023
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: Perform advanced administrative assistance and serve as the customer service liaison for the Courthouse Preservation Program, including the nationally renowned Texas Historic Courthouse Preservation (grant) Program (THCPP). Since its inception in 1999, the state funded THCPP has awarded over $360 million in emergency, planning, and construction grants to preserve the state’s historic courthouses, with an additional $45 million to award in 2024. Assist the program’s mission by managing & tracking program data, processing grant paperwork and reimbursement requests, communicating with grant recipients, and facilitating and promoting courthouse stewardship training. Work involves supporting the Courthouse Preservation Program staff and interacting with elected officials and county staff, architectural consultants, other organizations, and the public. Work under moderate supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Develop, coordinate, and maintain databases and filing systems for the Courthouse Preservation Program.
2. Coordinate, maintain, and report program data; grant application, grant paperwork, and grant fund tracking; program data entry; database management and project filing systems for the program.
3. Prepare e-mails, letters, and mail packages for correspondence with various program stakeholders.
4. Prepare grant program application forms, scoresheets, funding scenarios, and manuals in coordination with the program coordinator.
5. Prepare, process, and track grant documents and contracts for the THCPP.
6. Review, process, and track grant reimbursement requests for the THCPP.
7. Prepare mail merges and maintain program contacts and mailing lists.
8. Prepare program reports and summaries as requested.
9. Coordinate with the agency’s accounting division to maintain accurate records of courthouse grant awards and grant funds balances.
10. Interact with elected officials, county government staff, architectural consultants, grant applicants and recipients, other organizations, and the public.
11. Work with the office manager to respond to and fulfill Open Records Requests related to the program.
12. Coordinate, plan, promote, and attend program meetings, workshops, and events.
13. Coordinate, schedule, and prepare materials for meetings, conferences, and/or seminars.
14. Maintain and update program and project information on the agency website.
15. Serve as the Records and Information Management (RIM) liaison for the Courthouse Preservation Program, conduct annual inventories of documents and files, and prepare files to be sent to records retention or the Texas State Library and Archive.
16. Provide backup telephone and administrative support to the division's office manager as needed.
17. May develop educational materials in coordination with Program Coordinator and/or Communications Division, including website pages, articles, webinars, and/or live presentations.
18. May assist in the implementation of program planning.
19. May assist Program Coordinator with Webinars and PowerPoint presentations.
20. May develop and implement special projects.
21. May assist in the implementation of program planning.
22. May research, compose, design, or edit program publications such as brochures, forms, manuals, and reports.
23. Adhere to an established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
25. 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; (one year of relevant work experience related to the essential duties may substitute for one year of college);
• Minimum two years’ work experience providing technical assistance or project support work;
• Work experience preparing and reviewing reports;
• Experience developing and maintaining file systems and databases;
• Valid driver’s license, acceptable driving record, and ability to drive a state vehicle; and
• Required to travel up to 10% of the work period.

PREFER:
• Graduation from an accredited four-year college or university with a degree in history, communications, public administration, historic preservation, architecture, or a closely related field;
• Experience updating webpages, writing summaries and/or articles; and/or
• Experience providing administrative support for a grant or similar program.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of Microsoft Office Suite, including a particularly strong working knowledge of Excel;
• Strong working knowledge of Adobe Acrobat Pro;
• Knowledge of local, state, and federal laws as related to the courthouse programs;
• Effective verbal and written communication, human relations, and organizational skills;
• Effective critical thinking skills;
• 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 implement new systems and procedures to evaluate efficiency and effectiveness;
• 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 train others;
• 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: This position is housed in a historic 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. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed.

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, national origin, genetic information, age, or disability in the 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to 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 on the 1st of the following month after a 60-day waiting period.

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AFFIRMATIVE ACTION EMPLOYER