

# Project Coordinator (Historic Preservation)

## Position Information

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### Position Information

<b>Posting Title</b>	Project Coordinator (Historic Preservation)
<b>Job Requisition Number</b>	COA088571
<b>Position Number</b>	115066
<b>Job Type</b>	Full-Time
<b>Division Name</b>	Economic Development Admin
<b>Minimum Qualifications</b>	<p><b>Education and/or Equivalent Experience:</b></p> <ul style="list-style-type: none"> <li>• Graduation with a Bachelor's degree from an accredited college or university with major course work in a related field, plus three (3) years of experience in construction, engineering, architecture, or related work.</li> <li>• Experience may substitute for education up to a maximum of four (4) years.</li> </ul> <p><b>Licenses or Certifications:</b></p> <ul style="list-style-type: none"> <li>• May require a valid Texas drivers license.</li> </ul>

### Notes to Applicants

#### **JOB PREVIEW:**

The Heritage Tourism Division provides leadership and management for the City's heritage tourism programs that derive community and economic benefits while honoring and preserving Austin as a place of personal heritage. The position is responsible for administering preservation grant program guidelines and procedures that restore historic sites and promote heritage tourism activities. Experience in monitoring and providing direction for preservation techniques consistent with national and local standards for the treatment of historic properties is required. Experience with the interpretation of projects that lead with a lens of equity is highly encouraged.

#### **When completing the City of Austin employment application:**

The City of Austin employment application is an official document; incomplete applications will not be considered. Please be sure that your application is a reflection of your entire work history.

- Please be sure to detail on the application all previous employment that you wish to be considered as part of your qualifications.
- A detailed, complete employment application is required. It helps us to better evaluate your qualifications and will be used to determine salary if you are selected for this position. Be sure to provide job titles and employment dates for all jobs you wish to be considered. Describe your specific experience for each position. Include all job duties, responsibilities, and employment dates.
- A résumé is required, but will not substitute for a complete employment application. Please include contact information from previous employers.
- A cover letter is also required. In the cover letter candidates should describe, in concise detail, their interest in this position and highlight any prior experience that is relevant to this position.

#### **If you are selected as a top candidate:**

- Verification of your education (which may include high school graduation or GED, undergraduate and/or graduate degrees) will be required. You must provide proof of education from an accredited organization/institution.
- And are in the military or a veteran, you will need to provide a copy of your DD-214 prior to confirming a start date.

**CBI** - This position will require a pre-employment Criminal Background Investigation.

#### **Driving Requirement:**

This position requires a valid Texas driver license or the ability to acquire one by your hire date. External New Hires must meet the **City of Austin's Driver Record Evaluation (DRE) requisite**. To be considered for a driving position, applicants cannot have more than three moving violations or a total of six Driver Record Evaluation points within a period of thirty-six (36) months.

**Pay Range** \$30.14 – \$37.68 per hour

**Hours** Core Hours: Monday-Friday 8:00 a.m.-5:00 p.m.  
(occasional evening hours may be necessary for meetings or other events)  
Alternative work schedules by approval.

**Job Close Date** 04/17/2023

**Type of Posting** External

**Department** Economic Development

**Regular/Temporary** Regular

**Grant Funded or Pooled Position** Not Applicable

**Category** Professional

**Location** 5202 E. Ben White Blvd, suite 400, Austin, TX 78741

**Preferred Qualifications**

- Experience with grants administration, strategy development, and contract compliance.
- Manages grants selection process and administration.
- Regulatory project review experience interpreting and applying local and national historic design standards, and/or applicable preservation ordinances and best practices for preserving, rehabilitating, restoring, and reconstructing historic buildings.
- Experience providing preservation technical assistance for historic sites or historic districts.
- Monitors milestones and critical dates for preservation projects and activities working directly with architects, contractors, and/or historic property managers to recommend appropriate historic treatments and tourism amplification to ensure compliance with contractual obligations.
- May provide technical work direction to projects, as needed.

**Duties, Functions and Responsibilities**

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Communicates project and/or program information to internal and external customers
2. Assists in the development and monitoring of project and/or program budgets by completing assignments that may include processing a pay application or monitoring and updating the assigned project budget.
3. Assists in the development of short/long range plans on projects or work on routine projects whereby techniques used are well known and present no unusual engineering problems.
4. Assists in the development and implementation of operating policies and procedures by providing input as a team member of an established process improvement team.
5. Ensures compliance with City and other regulatory agency requirements and policies by verifying that regulatory/permitting processes have been identified and permits or approvals acquired for assigned project.
6. Coordinates development/reviews construction or engineering related contracts, contract documents and Developer Agreements by reviewing preparing and processing project change orders to projects if change orders are appropriate and in compliance or applying technical quality control review.
7. Coordinates and evaluates plans, criteria, schedules, etc. for a variety of projects, Programs, and plans or a division and/or section activities.
8. Assists in the resolution of conflicts and difficult situations by providing supporting documentation, policies and procedures.
9. Develops, maintains, and improves City of Austin design and construction standards.
10. Provides technical advice and assistance

**Responsibilities- Supervision and/or Leadership Exercised:**

- May provide leadership, work assignments, evaluation, training, and guidance to others

**Knowledge, Skills and Abilities**

**Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Knowledge of basic engineering and architectural design principles, practices, procedures, and estimating techniques
- Knowledge of project accounting, architectural and construction methods and the principles, methods and practices of project management.
- Knowledge of laws, rules, regulations and codes associated with project assignment
- Knowledge of budget policies and principles
- Knowledge of contract management principles, methods, and practices
- Skill in adapting, interpreting and applying guidelines and standards
- Skill in establishing and maintaining positive relationships with internal and external customers.
- Skill in using available software packages.
- Ability to exercise sound judgment, tact, and diplomacy in all public contacts.
- Ability to schedule and coordinate activities between various parties and planning specific aspects of a project.
- Ability to communicate in oral or written format to a variety of audiences

**Criminal Background Investigation**

This position has been approved for a Criminal Background Investigation.

**EEO/ADA**

The City of Austin is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or Texas Relay by dialing 7-1-1.

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individual's AIDS, AIDS Related Complex, or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

**Information For City Employees: If you are an employee within**

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* The minimum qualifications for the Project Coordinator position are: Graduation with a Bachelor's degree from an accredited college or university with major course work in a related field, plus three (3) years of experience in construction, engineering, architecture, or related work. Experience may substitute for education up to a maximum of four (4) years. Do you meet these minimum qualifications?
  - Yes
  - No
2. \* Do you have a valid Texas Driver License or the ability to acquire one by hire date?
  - Yes
  - No
3. \* The City of Austin Driver Eligibility Standards require that External New Hires meet the City's Driver Record Evaluation (DRE) requisite. To be considered for a driving position, applicants cannot have more than three moving violations or a total of six Driver Record Evaluation points within a period of thirty-six (36) months. Do you meet this requirement?
  - Yes
  - No
4. \* Describe your experience evaluating and providing direction for historic sites using the standards set by the National Park Service (NPS) Secretary of the Interior's Standards for the Treatment of Historic Property Guidelines for preserving, rehabilitating, restoring, and reconstructing historic buildings.  
(Open Ended Question)

- 5. \* Describe your experience in both historic preservation and grants administration. Indicate the employer in your work history, years of experience, and process improvements you identified and implemented into the grant program process. If you do not have demonstrable experience in this area, answer N/A.  
(Open Ended Question)
- 6. \* Describe your experience providing historic preservation-related technical review and training as outlined by the NPS Secretary of the Interior's Standards for the Treatment of Historic Properties.  
(Open Ended Question)
- 7. \* If identified as a top candidate, do you agree to a Criminal Background Investigation (CBI)?
  - Yes
  - No

## Optional & Required Documents

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### Required Documents

- 1. Cover Letter
- 2. Resume

### Optional Documents