

**Texas Historical Commission  
Job Vacancy Notice**

<b>Position Title:</b>	Tax Credit Project Reviewer
<b>Classification Title:</b>	Environmental Protection Specialist II/III/IV or Architect I/II (Commensurate with experience, skills, and licensure)
<b>Job Posting Number:</b>	26-40
<b>Salary:</b>	\$5,040.00-\$5,775.00, Environment Protection Specialist III \$5,775.00-\$6,200.00, Environmental Protection Specialist IV \$6,006.00-\$6,814.50, Architect I \$6,820.00-\$8,140.00, Architect II
<b>Salary Group/Class#:</b>	B-20/2653, Environmental Protection Specialist III B-22/2654, Environmental Protection Specialist IV B-21/2260, Architect I B-23/2264, Architect II
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	TBD
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular/Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	Elrose Building, 2nd Floor, 108 West 16th Street, Austin, TX 78701

**\$1,200 Recruitment Bonus! This bonus will be paid after 30 days of employment.**

**\*\*Current employees are not eligible.\*\***

**JOB OBJECTIVE:** Perform complex architectural assistance and preservation work related to the state and federal historic tax credit programs as part of a five-member team within the Division of Architecture (DOA) at the Texas Historical Commission (THC). Work involves reviewing program applications for compliance with the Secretary of the Interior's Standards for Rehabilitation, providing technical and consultative assistance regarding program rules and requirements with applicants and members of the public, and assisting with program administration and promotion. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment (subject to change once salary group/classification has been determined).

**ESSENTIAL DUTIES:**

1. Review architectural projects under the Texas Historic Preservation Tax Credit program for conformance to the Secretary of the Interior's Standards for Rehabilitation and the program rules. Communicate conditions for approval and recommendations for approval or denial of the project.
2. Review architectural projects under the Federal Investment Tax Credit program for certified rehabilitations in conformance to the Secretary of the Interior's Standards for Rehabilitation and the program rules. Communicate conditions for approval and recommendations for approval or denial of the project.
3. Provide technical consultation to applicants, potential applicants, professional consultants, other governmental agencies, and members of the public regarding the Standards for Rehabilitation, application requirements, and program rules via email, telephone, and in-person meetings and site visits.

4. Meet, in an office or field setting, with architects, professional consultants, owners, government officials, and others as necessary to assess building conditions and understand the programmatic requirements, applicable building codes, and other factors that influence the design of a proposed project.
5. Negotiate with architects, professional consultants, owners, government officials, and others as necessary to achieve satisfactory resolution to disputes over project scope and/or compliance with program rules.
6. Communicate regularly with the National Park Service Technical Preservation Services to understand standardized program and architectural issues relative to the consistent application of the Standards for Rehabilitation, seek preliminary guidance on potential projects, and advise the NPS of situations or concerns with federal tax credit projects.
7. Work in close coordination with program team, Architecture Division Director, agency leadership, and the National Park Service on high profile and complex projects as needed.
8. Coordinate with other THC staff, divisions, and programs on the tax incentives programs to support common goals for economic development.
9. Prepare written materials related to the historic tax credit programs, including descriptions of completed projects, technical guidance, and informational articles for THC publications and the THC website and social media accounts.
10. Assist with program administration in coordination with program team members, including maintaining physical and digital files, updating program database, updating program webpages, and preparing program reports.
11. Prepare and present workshops or conference sessions for communities, professional groups, or developers on the tax credit programs.
12. Communicate with local and regional preservation organizations to promote the program and program accomplishments.
13. Adhere to an established work schedule with regular attendance.
14. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

15. Perform other duties as assigned.

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

- Master's degree in historic preservation, architectural history, or a closely related field; or a professional architecture degree (Bachelor or Master of Architecture) from a National Architectural Accreditation Board (NAAB) accredited college or university (or a comparable internationally accredited professional architecture degree) with coursework in historic preservation;
- Minimum two years of professional work experience on historic preservation projects in the private or public sector for a preservation non-profit organization or for a university program;
- Meet the Secretary of the Interior's Historic Preservation Professional Qualifications Standards in Architectural History or Historic Architecture;
- Experience with architectural procedures, including in-depth application of the *Secretary of the Interior's Standards for the Treatment of Historic Properties*;
- Experience working directly with architects and/or property owners to develop treatment recommendations, monitor activities, and execute historic preservation projects; and
- Demonstrated public speaking and writing skills.
- Ability to maintain the security or integrity of the critical infrastructure;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Ability to travel up to the required 20% of the work period.

**PREFER:**

- Experience providing and preparing technical information, architectural plans, specifications, and/or reports for historic preservation projects;
- Experience with other state tax credit programs or the federal tax credit program; and
- Regulatory project review experience related to the National Historic Preservation Act, applicable state laws, or local preservation ordinances.

**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 have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles. If applying as an architect, you must hold an active architectural license with the Texas Board of Architectural Examiners.

**ENVIRONMENT/PHYSICAL CONDITIONS:** This position is housed in a state building near the state capitol in Austin and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. In addition to office work, duties will include evaluating historic structures, which may involve entering attics, crawlspaces, and other dark, damp, or confined spaces, as well as climbing ladders, using boom lifts, and walking on roofs. Work may involve extended periods working outdoors in hot or cold conditions. Work includes visiting active construction sites where loud noises, dust, and uneven walking surfaces may be encountered. 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.

**MILITARY EMPLOYMENT PREFERENCE:** All CAPPs Recruit job postings extend priority of service to veterans, a surviving spouse, orphan of a veteran who was killed while on active duty, spouse of a member of the US Armed Forces/Texas National Guard serving on active duty, or spouse of a veteran with a disability if the spouse is the primary income for the household.

To receive Military Employment preference, a copy of the DD 214, NA Form 13038, VA Summary Benefits Letter, or a DD Form 1300 with an applicable marriage license or birth certificate must be provided before an interview can be extended.

**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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_NaturalResources.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_NaturalResources.pdf)

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_EngineeringandDesign.pdf](https://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.

**Applicants must be eligible to work in the United States without requiring sponsorship.**

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYER**