

Historic Assets Survey Project Manager for Collin County

The Historic Assets Survey Project Manager shall be on a contracted fee and shall be under review by the Collin County Historical Commission. The fee of **\$20,000** will be for one year. The monthly fee would be **\$1,666.66**.

The Historic Assets Survey Project Manager will serve as project coordinator for the Collin County Historic Assets Survey. He/she shall work with Collin County Historical Commission, a standing committee of the Historical Commission, Collin County Information Technology, and Norm Alston of Alston Architects to inventory all of the historical sites in Collin County. These are the following responsibilities:

- Secure volunteers from the four quadrants of Collin County to identify the sites and collect information.
- Conduct an orientation to acquaint the volunteers with the project and the methods for securing the information.
- Assign specific geographic areas to the volunteers for information collection.
- Establish guidelines and deadlines for gathering the information.
- Serve as the liaison between the volunteers and Collin County Information Technology for the recording of the information.
- Coordinate with Alston Architects the transfer of the information to an appropriate county website.
- Submit quarterly reports to the Collin County Historic Commission about the progress of the historic assets survey.
- Establish a budget in conjunction with the standing committee of the Collin County Historical Commission.
- Assist the Collin County Historical Commission in submitting a year end report to the Collin County Commissioners Court.

Quarterly Responsibilities

First Quarter: Selection and training of volunteers for the four Quadrants would occur. Arrange a training session for each quadrant. Establish a system for collecting and recording the information for each quadrant. At the sessions working maps would be distributed along with forms for gathering information. There are about 63-70 maps for each quadrant.

Second and Third Quarters: Supervise the collecting of information about the assets of each quadrant. Have sessions with the volunteers to place their research on the wall size maps for each quadrant provided by Geographic Information System. In addition the manager needs to be a motivator, because volunteers can lose their enthusiasm. Communication is the key to success.

Fourth Quarter: Wrap up the progress of the work done by the volunteers about the assets of each quadrant. Also establish methods for additional entries to be entered after this one-year project has ended. Transfer the historic assets survey to a county web site.