

# **Kaho‘olawe Island Reserve Commission**

Administration

## **Administrative Officer**

### **POSITION DESCRIPTION**

#### **I. IDENTIFYING INFORMATION**

Position Number: 112302

Department: Land and Natural Resources

Division: ADMIN

Branch: Kaho‘olawe Island Reserve Commission

Geographic Location: Maui, Hawai‘i

#### **II. INTRODUCTION**

The Kaho‘olawe Island Reserve Commission (KIRC) was established by Chapter 6K, Hawaii Revised Statutes (HRS) and placed within the Department of Land and Natural Resources for administrative purposes. The KIRC is responsible for the management of the Kaho‘olawe Island Reserve (Reserve), which includes the island of Kaho‘olawe and the marine waters two miles seaward from shore.

This position assists the KIRC in managing the resources and assets of the Reserve by providing and managing its administrative support. This position is based at the KIRC Office on Maui but may involve occasional work on Kaho‘olawe requiring overnight stays. This position is a temporary exempt appointment subject to extensions based on authorization by the KIRC.

#### **III. MAJOR DUTIES AND RESPONSIBILITIES**

##### **A. Administrative Support and Management 50%**

1. Develop and implement appropriate administrative processes and procedures to support effective execution of KIRC programs, projects, and responsibilities. [1][2][3]
2. Oversees management of KIRC assets and implements efficient utilization of space, equipment, and supplies. [1][2]
3. Assists Executive Director in personnel management functions to include organizational chart preparation, creating/updating of position description(s), and filling position(s). [1][2][3]
4. Provides direct supervision and instruction to administrative support staff. [1][2][3]
5. Supervises the updating, maintenance, and reconciliation of personnel employee leave records, and other pertinent personnel management functions. [1][2]
6. Establishes work performance standards for positions, conducts performance evaluations, and discusses ratings with administrative support staff. [1][2]
7. Oversees information systems and central filing system. [1][2]

8. Reviews, investigates and resolves personnel issues through the use of collective bargaining provisions and State personnel rules and regulations; takes appropriate disciplinary action in consultation with the Executive Director. [1][2][3]

**B. Fiscal Management** 45%

1. Ensures compliance with State procurement requirements for all purchases and contracts; drafts, reviews and process contracts. [1][2][3]
2. Maintains fiscal management controls in order to achieve planned objectives and levels of accomplishment within budgetary constraints. [1][2][3]
3. Assists the Executive Director in the preparation of the annual operating budget and supplemental budget reports by gathering input from program managers. [1][2][3]
4. Monitors operating expenditures and financial plans to remain within budgetary constraints and allowable activities. [1][2]
5. Coordinates expenditure reporting and tracking with the fiscal office. [1][2]
6. Reviews and analyzes internal control procedures to safeguard assets from loss; ensures proper issuance/return of assigned assets; provides and implements corrective action when necessary. [1][2]

**C. Other Duties:** 5%

1. Prepares a variety of materials, including reports, letters, memos, etc. [1][2]
2. Identifies potential funding sources from local, State, Federal, and other entities and assists in preparing application documentation. [2].
3. Other duties as assigned.

Supervises the following positions:

<u>Position Number</u>	<u>Title</u>
110694	Commission Coordinator
116472	GIS/LAN Specialist
117440	Administrative Specialist III
117438	Administrative Specialist II

**Evidence Used in Determining Essential Functions:**

The following evidence was considered in determining the essential functions of the position: (a) the amount of time spent performing the function; (b) the consequence of not requiring a person to perform the function; (c) the work experience of people who have performed a function in the past and work experience of people who currently perform similar functions; and (d) the nature of the function based on the organizational structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for special

expertise or Ability to perform this function

#### **IV. CONTROLS EXERCISED OVER THE WORK**

##### Nature of Supervisory Control Exercised Over the Work:

The position is supervised by the Executive Director, position no. 103230. Supervision is general and this position is given considerable latitude for independent judgment and full responsibility for carrying out assignments. The position seeks the supervisor's assistance for problems not encountered in the past. The supervisor reviews completed work for technical adequacy, completeness and thoroughness.

#### **V. RECOMMENDED QUALIFICATIONS**

##### A. Knowledge of:

Awareness of or willingness to learn Hawaiian history, language, and cultural traditions.

Basic principles of budgeting and financial analysis; State procurement rules and regulations; basic knowledge of information systems management, word processing, database, and spreadsheet programs; general office procedures; secretarial principles and practices; filing; computers and standard office equipment; fundamental archiving and curating principles and practices.

##### B. Skills and Abilities:

Strong organizational skills; plan, direct, and coordinate administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved; formulate policies and procedures relevant to areas of responsibility based on information of a conceptual nature from varied and complex sources; plan, coordinate, and expedite work projects; interpret complex rules and regulations; communicate with others verbally and in writing.

Strong written and oral communication; read analyze, and interpret common financial reports and documents; able to plan, organize and carry out a broad range of projects; work effectively under frequent interruptions and changing requirements, and deal tactfully with staff and the general public; proficiency in using MS Office Suite including Word, Excel and PowerPoint programs.

Must be self-motivated; travel on short notice; listen and respond to common inquiries or complaints from agencies or members of the general public; effectively present information to the Commission, Executive Director, support staff, and public groups; define problems, collect data, establish facts, and draw valid conclusions; plan organize and carry out a broad range of projects and secretarial functions.

##### C. Physical Requirements:

Must be able to perform the essential duties of the position.

##### D. Required Education:

Undergraduate degree in Business Administration, Public Administration, Communications, Hawaiian Studies or other applicable discipline.

**E. Required Experience:**

At least five (5) years of general office management work, including budgeting and procurement.

Substitutions Allowed: Five (5) years of general office management or other administrative work may be considered in lieu of an undergraduate degree.

**VI. REQUIRED LICENSES, CERTIFICATES, ETC.**

Possession of a valid Driver's License.

**VII. SALARY**

TBD