

State of Hawai'i
Mauna Kea Stewardship and Oversight Authority
Executive Director

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title:	Executive Director
Position Number:	94029C
Department:	Department of Land and Natural Resources
Division:	Mauna Kea Stewardship and Oversight Authority
Branch:	Administration
Geographic Location:	Hawai'i Island

II. INTRODUCTION

Function of this organizational unit:

The Mauna Kea Stewardship and Oversight Authority (Authority) was established through Act 255, SLH 2022 as a body corporate and a public instrumentality of the State that is tasked to protect, preserve, and manage the Mauna Kea lands. For administrative purposes, the Authority was placed in the Department of Land and Natural Resources; provided that Section 26-35, HRS, does not apply to the Authority.

Mauna Kea is an important cultural and genealogical site to the people of Hawai'i and particularly to the Native Hawaiians. The summit region of Mauna Kea is a spiritual and special place of significance that is home to cultural landscapes, fragile habitats, and historical and archeological artifacts. Mauna Kea is also a highly valued site for astronomical study, which produces many significant discoveries that contribute to humanity's study and understanding of the universe. The critical significance of Mauna Kea for both culture and science offer an opportunity to develop new ways to properly manage and steward Mauna Kea.

The Authority must serve jointly with the University of Hawai'i for a 5-year transition period beginning on July 1, 2023 in fulfilling the obligations and duties under the state lease (all leases and easements between the Board of Land and Natural Resources and the University of Hawai'i that pertains to Mauna Kea in effect as of July 1, 2022) Following the 5-year transition period that ends on July 1, 2028, the Authority shall assume control and

management of the Mauna Kea lands. Although the Center for Maunakea Stewardship is required to carry out the day-to-day operations of the Authority during the 5-year transition period, the Authority will need to ensure that it has the organization structure and resources to properly manage the Mauna Kea lands once the transition period expires.

Purpose of the position:

The Executive Director (ED) serves at the pleasure of the Authority Board and executes board decisions, and provides direction and leadership to Authority staff to fulfill its operational and statutory requirements. The ED will assist the Board with establishing the most efficient operating structure and resource needs that meet mandated and strategic plan requirements. This position will be based at the Authority's Office(s) on Hawai'i Island, but will need to work occasionally on other islands requiring overnight stay.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Organization and Operations Management and Administrative Activities:

1. Serves as the primary Manager of the Authority in fulfilling and executing Board actions, strategic plans, statutory and operating requirements; creates an organization and environment that attains the goals and objectives set by the Board; provides leadership and direction to managers, supervisors and staff in attaining operational efficiency and effectiveness.
2. Develops and recommends changes to the strategic plan, statutes, policies and procedures that is necessary to fulfill the Authority's fiduciary duty; and ensures adherence of the Authority's daily activities and long-term goals and plans to policies, procedures, administrative rules, and state laws.
3. Builds an effective team of leaders by providing guidance, coaching, and training to managers and supervisors; and develops succession and other plans that maintain quality leaders who continue to meet and exceed Board expectations.
4. Develops and maintain relations with stakeholders, government agencies, and other groups; deals with consultants, Hawaiian and other community leaders, legislators, government officials, and other parties; and provides for a process to handle remedial actions on issues and conducts crisis management when necessary.

5. Responsible for formulating operating and capital improvement budgets and expenditure plans that fulfill statutory requirements and the Board's vision and mission; develops and maintains an adequate system of internal controls over the handling of receipts, expenditures, and assets; and prepares reports for the Board that assists them with their decision-making process in properly managing the Mauna Kea lands.
6. Responsible for the development and tracking of complex and comprehensive performance management and accountability systems that include employment and training, education, and a range of federal and state program statistical indicators.
7. Responsible for all of the operational activities of the Authority, including the safeguarding of documents and records generated and received by the Authority.
8. Acts as the chief procurement officer for the Authority, which includes being responsible for all contracts.

B. Other Duties:

1. Other duties as assigned by the Authority Board.

Supervises Position No.	Title
124605	Executive Assistant (Reports to Board and ED)
	Administrative Services Manager
	Personnel Officer
	Program Specialist
	Program Specialist
	Accounting/Budget Officer

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Mauna Kea Stewardship and Oversight Authority Board.

B. Nature of Supervisory Control Exercised Over the Work.

The Executive Director receives direction from the official actions of the board; and receives general and broad direction from the Chairperson of the Authority and/or designee.

C. Nature of Available Guidelines Controlling the Work.

1. Hawai'i Revised Statutes.
2. Hawai'i Administrative Rules and Administrative Policies.
3. Related Federal and Technical and Administrative Memorandum.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

1. Possession of a valid State of Hawai'i Driver's License.
2. Preference given for the successful completion of leadership and/or management programs.

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

1. General knowledge of the Mauna Kea lands and its prominence in the Hawaiian Community.
2. General knowledge of State government laws, administrative rules, policies, procedures, practices, and operations.
3. Techniques to successfully build an organization from the ground up and maintain it going forward.
4. Administrative practices associated with executing board actions.
5. Leadership and management principles and its application in successfully maximizing outcomes.

B. Skills/Abilities:

1. Possess the leadership and managerial skills to operate efficiently and effectively a medium to large complex organization.
2. Strong written and oral communication; organized; plans properly; timely resolve conflicts; self-motivated; able to multitask; work effectively with diverse groups and difficult, changing situations and circumstances; takes board direction well; and good analytical recognition and resolution of issues.
3. Proficient in using automated systems and basic software applications used by the State.

C. Physical Requirements:

1. Must be able to perform the essential functions of the position, with or without reasonable accommodation.

Able to travel on short notice, including by 4-wheel drive vehicle; work in a high elevation environment (9,000 to 13,500 feet); and in outdoor field conditions.

D. Education and Experience:

1. Graduation from an accredited four (4) year college or university with a bachelor's degree. Preference given to advanced degrees in business and management.
2. Some government experience preferred. At least 5 - 10 years of experience in managing and directing a medium to large organization, including communications with diverse groups and dealing with controversial issues.

VII. DESIRABLE QUALIFICATIONS

Working knowledge of Hawaiian history, language, and cultural traditions; environmental conservation; planning and development, scientific research related to astronomy, archaeology, ecology, and other geosciences; government operations; and business.

Successfully led and grew an organization under difficult circumstances.