

State of Hawai'i
Mauna Kea Stewardship and Oversight Authority
Administrative Services Manager

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title:	Administrative Services Manager
Position Number:	94031C
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, Session Laws of Hawai'i 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, Hawai'i Revised Statutes, 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 Administrative Services Manager reports to the Executive Director and oversees the administrative functions of the Authority, including personnel, accounting, procurement, contract services, clerical services, and information technology. 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. Business Process Improvement:

1. Assist the Executive Director in establishing and improving the business processes for the Authority.
2. Periodically reviews the internal processes and controls and provides recommendations to the Executive Director that improve operational efficiencies and effectiveness, maintain a high level of quality assurance, and reduce errors and omissions.
3. Provides a training program for all Authority employees that ensures a high level of productivity and accuracy.

B. Contract/Agreements Administration:

1. Develops a process that properly executes, tracks, manages, and monitors contracts and agreements.
2. Develops and implements programs that include monitoring progress towards meeting deliverables, performance indicators, milestones and outcomes, managing budgets for projects and programs, ensuring that work is satisfactorily completed before timely processing of payments.

C. Administrative:

1. Provides executive support for the Executive Director and Board which includes, but is not limited to, scheduling

meetings, making travel arrangements, processing reimbursements, and other assigned administrative duties.

2. Assists in providing support to the entrance area including the handling of calls, responding to emails and call messages, meeting visitors, etc.
3. Oversees and/or assists with activities and actions in personnel, accounting, budgeting, reporting, and other administrative functions.
4. Maintains adequate office and other supplies, furniture, and equipment, including its maintenance.
5. Provides support to the Executive Assistant for the Board meetings, including the collecting of reports from consultants, vendors, and staff; and reviewing them for accuracy and issues.
6. Assists in the management of information technology services, including but not limited to, procuring computer hardware, software, and accessories. Assists in ensuring the reliability and security of the Authority's computer system and data.

D. Other Duties:

1. Performs other duties as assigned by the Executive Director.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Executive Director.

B. Nature of Supervisory Control Exercised Over the Work.

The Administrative Services Manager is expected to carry out work assignments with general supervision and without the need to obtain specific instructions. The incumbent is expected to be a self-starter who exercises good and independent judgement when formulating and carrying out assignments.

C. Nature of Available Guidelines Controlling the Work.

1. Hawai'i Revised Statutes.
2. Hawai'i Administrative Rules and Administrative Policies and Procedures.

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 State government laws, administrative rules, policies, procedures, practices, and operations.
2. General knowledge of management, procurement, contracting, communications, accounting, budgeting, and personnel.

B. Skills/Abilities:

1. Strong written and oral communication; organized; plans properly; timely resolve conflicts; self-motivated; able to multitask; work effectively with diverse groups.
2. Can quickly learn or have a general understanding of the automated systems and basic software applications used by the State.
3. Ability to read, comprehend, receive and apply written and oral directions, and maintain good working relationships with others.

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. Experience with managing an office's administrative functions that include communicating with diverse groups, and dealing with controversial issues and dispute resolution.

VII. DESIRABLE QUALIFICATIONS

Worked in a government, non-profit, or for-profit organization managing the administrative functions of the organization.