

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

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Class Title:	Project Director
Position Number:	94030C
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 Project Director reports to the Executive Director and oversees the consultants' work to develop and establish the Authority that meets all the requirements in Act 255, SLH 2022, and ensure that the Authority is able to operate efficiently and effectively to protect, preserve, and maintain the Mauna Kea lands. 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 Structure and Operations:

1. Work with and monitor consultants in the establishment, and development of the organization and operations.
2. Review, develop, and provide best practice recommendations to establish the following:
 - a. An effective and efficient organization structure and resources required to fulfill the operational and statutory requirements in Act 255, SLH 2022 which include, but is not limited to, the following:
 - i. Assist the Authority Board with drafting and finalizing a 5 – 10-Year Strategic Plan.
 - ii. Assist the Authority Board with conducting a SWOT analysis.
 - iii. Oversee the consultants' development of the business plan that serves a road map for accomplishing the goals and objectives of the Strategic Plan and should include the following:
 1. Organization Chart and functional statement

2. Number of positions by title, salary level, job descriptions, detailed duties and responsibilities.
3. Administrative rules.
4. Operating policies and procedures.
5. Communications Plan that includes internal and external government agencies, stakeholders, private organizations, and other interested parties.
6. Developing a financial plan that strives for the financial self-sustainability after the sixth year following the transition period ending on June 30, 2028.
7. Developing plans to jointly manage the Mauna Kea lands with the University of Hawaii during the 5-year transition period.
8. Developing plans, including resources, to adequately monitor the Center for Maunakea Stewardship operations during the transition period.
9. Developing a management plan to govern land uses, human activities, other uses, and access, including permitted uses for frequent and seasonal users, stewardship, education, research, disposition, and operations. Including the Authority Board and Executive Director, work with the Advisory Groups to develop the management plan.
10. Establishing a framework for astronomy-related development on Mauna Kea.
11. Generating annual reports to the Legislature beginning with the 2024 regular session that shall include the following:
 - a. Review of the Authority's management actions
 - b. Review of the implementation of all legislatively required plans, including

financial and management reports, budgets, expenditures, and plans.

- c. Review of the human uses of the natural and cultural resources of Mauna Kea and the impacts of the human uses of these resources.
 - d. Review of the commercial uses of the natural and cultural resources of Mauna Kea and the impacts of the commercial uses on these resources.
 - e. Assess the cumulative impacts to Mauna Kea.
 - f. Review all community dialogue, outreach, engagement, and consultation.
 - g. Review University of Hawaii's use of its reserved viewing and observing time.
 - h. Develop recommendations, where appropriate, and provide them to the Authority Board for consideration and possible action.
3. Work with the Executive Director to prepare and develop short-term (1 – 3 years) and long-term plans (beyond the third year) for the Authority (before July 1, 2028) to assume the following.
- a. Responsibility for control and management of the Mauna Kea lands that were previously under the direction of the Department of Land and Natural Resources, University of Hawaii, Center for Maunakea Stewardship, and all other departments and agencies of the State.
 - i. Powers and duties of the Board of Land and Natural Resources pursuant to Chapter 171, HRS, and the Land Use Commission pursuant to Chapter 205, HRS, concerning permits, dispositions, land use approvals, and any other approvals pertaining to the Mauna Kea lands.
 - ii. Establish and develop procedures for the Mauna Kea Management Special Fund.

4. Work with consultants and Executive Director on studying and recommending the following:
 - a. Whether a reserve should be established that preserves Mauna Kea lands for natural, ecological, archaeological, and historical preservation; cultural practice; rehabilitation; revegetation; and habitat restoration; and educational purposes.
 - b. Whether the University of Hawaii School of Astronomy should be relocated, in whole or in part, to the University of Hawaii at Hilo.
 - c. Any other information on issues relating to the management and protection of Mauna Kea
5. Ensure the issuance of an interim and final reports in 4. above, including any proposed legislation.

B. 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 Project Director 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. Overseeing and managing large, complex projects.

B. Skills/Abilities:

1. Possesses strong project management skills.
2. Strong written and oral communication; organized; plans properly; timely resolve conflicts; self-motivated; able to multitask; work effectively with consultants and diverse groups with varying backgrounds.
3. Ability to read, comprehend, receive and apply written and oral directions, and maintain good working relationships with others.
4. Issues clear, concise, and easily understood reports.

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 overseeing and managing large projects of an organization.