

**POSITION REDESCRIPTION**  
**AQUATIC RESOURCES PROGRAM MANAGER, EM05**

**I. IDENTIFYING INFORMATION**

Position Number: 122616  
Department: Land and Natural Resources  
Division: Aquatic Resources  
Branch: Mitigation, Aquaculture, Resiliency, & Restoration Branch  
Geographic Location: Downtown, Oahu

**II. INTRODUCTION**

*Function of this organizational unit:* Functions of the Division of Aquatic Resources are to *Develop projects and conduct activities to conserve, restore, and manage aquatic resources for the sustainable benefit of all the State's citizens and visitors. Proposes and promulgates rules for the management of aquatic resources and proposes changes to aquatic environmental management that would maintain and improve native biodiversity, sustainable fisheries, and healthy and productive ecosystems.*

*The Mitigation, Aquaculture, Resiliency, & Restoration Branch function is to engage in activities that preserve, enhance, restore, and increase resiliency for the State's native aquatic resources and their associated habitats by promoting stakeholder stewardship, while supporting cultural and traditional practices to ensure the long-term viability of Hawaii's aquatic ecosystems.*

*Purpose of the position:* The primary function of the position is to lead the Statewide Mitigation, Aquaculture, Resiliency, and Restoration Branch. The position manages and oversees program activities; plans program strategies; coordinates mitigation, aquaculture, resiliency, and restoration projects; develops and oversees studies of the condition, distribution and impacts of land and ocean management and alien species on aquatic species and their habitats; and minimizes, mitigates, or compensates for impacts to aquatic resources. Supports responsible coral research projects, and responsible coral reef resiliency and restoration efforts.

**III. MAJOR DUTIES & RESPONSIBILITIES**

- A. Mitigation, Aquaculture, Resiliency, and Restoration Program 95%
1. Direct and oversee the Mitigation, Aquaculture, Resiliency, and Restoration Program by providing planning, oversight, support, and development of projects related to stream, estuary, and coral restoration, aquaculture, stock enhancement, invasive species prevention, control, and management.
  2. Oversee the States Coral Reef Conservation Program including liasoning with National Oceanic and Atmospheric Administration, the U.S. Coral Reef Task Force, and the All-Islands Coral Reef Committee.
  3. Direct project planning and oversight. Evaluate research on existing information sources, determine need for additional information, and plan project and funding methods; Prepare plans and reports [1][2]

4. Review and coordinate proposals for and oversee administration of projects carried out under contract to study and improve quality of both freshwater and marine aquatic environments of the State (i.e., review and coordinate proposals and contract specifications, evaluate progress and results). [1]
5. Analyze information and data; evaluate and integrate projections, integrate professional advice from various sources; oversee production of written plans and reports to meet deadlines. [1]
6. Coordinate and supervise preparation of comments and recommendations concerning effects on aquatic organisms, habitats, and fishing by proposed development, land use, ocean use, introduced species, research activities, rules, laws, and actions of other government agencies [1]
7. Develop and maintain Statewide contracts and cooperative agreements with other government agencies, research scientists, environmentally concerned agencies and organizations. [1][2]
8. Develop and maintain partnerships in support of the Mitigation, Aquaculture, Resiliency, and Restoration Program functions and activities [1][2]
9. Track and fill vacant positions including recruitment and serving on hiring committees; set standards for, evaluate and correct subordinates' work performance; address personnel problems [1][2]
10. Oversee the completion of permits necessary to conduct program projects [1][2]
11. Oversee and coordinate effective and efficient handling of fiscal matters. Manage budgets and prepare reports [1]
12. Track environmental policies, standards, and requirements as they relate to aquatic resources Statewide; function for the Division as resource of information on these matters and assist and coordinate fulfillment of environmental requirements for all Divisions programs and activities Statewide. [1]
13. Function as administrative liaison between Program staff and other Program and District staff [1][2]
14. Participate in public and interagency meetings, workshops, and hearings, representing interests of the Division. [1][2]

C. Other Duties

5%

1. Respond to telephone, correspondence and media inquiries about aquatic resources and environmental concerns in Hawaii. [1][2]
2. Conduct stakeholder engagement to gain input on proposed projects and activities [1][2]

3. Hold public meetings and preside over public hearings. [2]
4. Oversee the expansion and maintenance of restoration, mitigation, and aquaculture facilities.
5. Other tasks and duties of similar scope and difficulty as assigned.

[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 the skill/ability to perform this.

Evidence considered in determining essential duties included relevance and amount of time spent per task, consequences of not requiring a person to perform the task, nature of operation, importance of task related to overall program.

<b>Supervises Position(s) No.</b>	<b>Title</b>
92315C, 12375	Aquatic Biologist VI
46124, 122714, 120822	Aquatic Biologist IV

The position directly supervises Aquatic Biologists. The position may supervise directly staff equivalent to Aquatic Biologists and Fishery Technicians or others working under contract, internship, and fellowship employees. From time to time, the position may also exercise operational control over other biologists, technicians, clerical and technical staff.

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

##### **A. Supervisor**

*Position No: 02951*

*Class Title*

Administrator, Division of Aquatic Resources

##### **B. Nature of Supervisory Control Exercised Over the Work.**

Work assignments are performed independently. Limited assistance is provided. The employee may seek guidance or specific assistance from the Supervisor and/or Program Managers, e.g. with problems of an unusual nature. Review of work only occurs when and if employee requests input from Supervisor or when Supervisor requires updates on work assignments. The Administrator may choose to review work when employee submits pertinent documents for signature.

##### **C. Nature of Available Guidelines Controlling the Work.**

Hawaii Revised Statutes; Hawaii Administrative Rules and Administrative Policies; Applicable Federal Rules, Regulations and Policies. Procedural guides cover all technical aspects of the work. The employee is expected to know and apply all pertinent State and Federal rules, regulations, policies, and procedures.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid license to drive in the State of Hawaii.

**VI. RECOMMENDED QUALIFICATIONS**

**A. Knowledge:**

Refer to the Class Specifications for the Aquatic Resources Program Manager class of work.

**B. Skills/Abilities:**

Refer to the Class Specifications for the Aquatic Resources Program Manager class of work.

**C. Education:**

Refer to the Class Specifications for the Aquatic Resources Program Manager class of work.

**D. Experience:**

Refer to the Class Specifications for the Aquatic Resources Program Manager class of work.

**VII. TOOLS, EQUIPMENT & MACHINES**

Computer, software, copier, and other general office machines.