STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII, MANOA
WATER RESOURCES RESEARCH CENTER

MAJOR FUNCTIONS

Director

The WRRC director plans, directs, and executes the research and related programs formulated to achieve the objectives of the Center (attached WRRC objective statement). Briefly, the Center is established as a university-wide organized research unit related to water resources and designated as the "State Water Institute" for the State of Hawaii to carry out the federal-state cooperative water research and training programs as authorized by the Water Resources Research Act of 1964 (PL 88-242). It is the duty of the Center, the only one of this nature in Hawaii, to plan and conduct research in coordination with water agencies in the state, provide for training of water scientists and engineers through research, and interpret, disseminate and transfer research information for the solution to the continually changing state water problems. Assistance to the Pacific island nations water management through research and related program is also encouraged.

The Center's basic approach is multidisciplinary and the research projects under its administration can be grouped into 5 divisions, hydrology, engineering, ecology, socio-economics jointly coordinated with a technology transfer division and the Environmental Center. All the divisions are served by faculty and supporting staff including publications, secretary, fiscal and specialists. The Center operates a number of research facilities including laboratories and field stations.

Director's Office

The director's office headed by the director, performs the following principal functions for the Center:

1. Generates and administers program and budget plans for the Center and sets policies,

2. Serves as principal agency on all matters with the U.S. agency administering PL 88-242.

3. Plans research projects, assists in seeking funding and other support, monitors project progress, provides administrative, fiscal, clerical and facility support,

4. Coordinates and promotes water resources research and related efforts among various units of the university,

5. Represents the university on water resources research and related matters with extramural water and related agencies,
6. Assists in university instructional and service programs through research and joint faculty appointment with instructional departments,

7. Identifies Hawaii water problems in need of research and studies,

8. Publishes and disseminates by other means research information and transfer technology,

9. Administrates personnel matters, research projects and support facilities of the Center, and

10. Secures space and facilities and assigns use priority.

Staff Offices

The staff offices consist of publications, fiscal, secretarial and specialists. They provide supporting services to the director's office, the research divisions, and the technology transfer division.

Publications

1. Sets publications style manual,


3. Prepares manuscripts ready for printing (typing, graphics, etc.),

4. Prints and distributes publications and provides custody of publication stocks,

5. Maintains publication personnel and related facilities, and

6. Performs special assignments made by the director.

Fiscal Staff

1. Prepares budgets, expenditure plans, fiscal reports,

2. Advises on administrative fiscal procedure,

3. Facilitates authorized expenditures by opening and closing business accounts, and executes business transactions, and

4. Performs special assignments made by the director.

Secretarial-Clerical Staff

1. Maintains a functional office providing services in reception, communications (phone, mail, etc.), and other related matters,

2. Maintains a reading-conference room and collections of publications,
3. Assists in water resources seminars and special activities,

4. Maintains staff personnel and business equipment and related facilities, and

5. Performs special assignments made by the director.

Specialist Staff

1. Maintains laboratories (water quality, hydrology, soils, hydraulics, etc.) and special facilities (photo, boat, etc.),

2. Provides technical counseling and services to research projects,

3. Serves as research project staff,

4. Performs public services including matters related to environmental impact statements, and

5. Performs special assignments made by the director.

Research Divisions

The research division consists of hydrology, engineering, ecology and socio-economics. All divisions have the following identical major functions:

1. Advises and counsels the director and other divisions,

2. Assists planning research and technology transfer programs and projects in cooperation with other divisions,

3. Serves as P.I.'s and in other capacity in research projects,

4. Provides instruction through instructional departments,

5. Provides academic assignments made by the director.

Technology Transfer Division

This division serves both the director's office and all research divisions by performing the following principal functions:

1. Informs users of research findings of practical application,

2. Arranges and administers practical and effective means of technical transfer such as workshop, special seminars, short courses, manuals, handbooks, etc.,

3. Maintains a public information service, and

4. Performs special assignments made by the director.
Environmental Center

This division directs activities to stimulate, expand, and coordinate service, research, and education efforts to the University related to ecological relationships, natural resources, and environmental quality, with special relationship to human needs and social institutions, particularly with regard to the State. The staff of the Center provides research and clerical support in the Center's three major areas of effort.

1. Coordination of environmental services provided by the University, including reviews of environmental impact statements, legislation, regulations, and major variances; preparation of state-of-knowledge reports; assistance to administrators, units, and committees concerned with environmental research; and advice to public and officials on access to environmental competence in the University.

2. Coordination of environmental research in the University, including identification and compilation of environmental research proposals and projects; performance or management of selected environmental research projects and contributions to the performance or management of others; and assistance to administrators, units, and committees, concerned with environmental research.

Coordination of the Environmental Studies Major Equivalent and Certificate programs for the Liberal Studies Program of the University. Designated advisor to Liberal Studies students seeking a Major Equivalent or Certificate in Environmental Studies. Coordinator of Environmental Studies Internships.

Approved by: [Signature]

Title: Director, Off. of Resh Adm

Date: [Date]