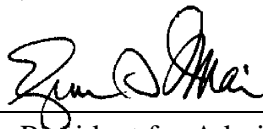


DIRECTOR OF AUXILIARY AND COMMERCIAL ENTERPRISES

This is a single-position class which has managerial responsibilities for planning, organizing, directing, and controlling auxiliary and commercial enterprise services and programs on a systemwide basis. A position in this class is responsible for providing leadership, direction, and control in the areas of UH M-noa auxiliary enterprise support programs such as central duplicating, U.S. postal contract station and campus mail, parking, transportation, faculty housing, and food services; and systemwide programs including bookstore operations, civil defense, commuter/traffic, and business ventures. Work involves directing subordinate managers in developing, implementing, and amending policies and procedures in their respective programs; developing short- and long-range goals and objectives; directing managers to ensure that program activities are in compliance with applicable federal and state laws and regulations, University policies and procedures, and collective bargaining contracts; directing and administering a computerized information system to control and monitor revenues, expenditures, investments, etc.; and directing the development of policy proposals for Board of Regents approval in such areas as parking fees, faculty housing rental rates, etc.

Responsibilities include determining organizational and program priorities, staffing and financial resources to meet short- and long-range plans, directing subordinate managers in developing and/or amending policies and procedures to ensure that programs are self-supporting; directing subordinate managers of now self-supporting programs to revise policies and procedures for more accountability and effectiveness; researching the feasibility of and implementing new retail business ventures; developing and negotiating business plans for commercial enterprises; administering long-range project development such as new parking structures for the M-noa Campus, bookstore renovations and expansions systemwide, etc. Work requires extensive experience in the management of a large business enterprise. Extensive knowledge of the principles and practices of business administration, management and organization; fiscal and budgetary management in a large organization; retail and financial management; applicable federal and state laws; and personnel management. Ability to plan, organize, and direct a large diverse operation including a large self-supporting program; establish and maintain effective working relationships with university executives, managers, staff, student representatives, legislators, Board of Regents, federal, state and city and county agencies, and the general public; develop and implement policies and procedures; communicate effectively both orally and in writing; and supervise a diverse workforce through subordinate managers. Work is reviewed by the Senior Vice President for Administration on the basis of results achieved.

The amendment, retitling and repricing of the class, Director of Auxiliary and Commercial Enterprises is approved effective July 19, 1999.



Senior Vice President for Administration

January 28, 2000

Date