

VICE CHANCELLOR FOR ADMINISTRATIVE AFFAIRS (UHH)**DEFINITION**

This is administrative professional fiscal management work in serving as the chief fiscal and budgetary control officer of the University of Hawaii at Hilo. A position in this class serves as the chief advisor to the Senior VP at and Chancellor on all administrative matters for UH at Hilo including fiscal, budgetary, personnel facilities and grounds, and other auxiliary services. Work includes responsibility for assisting the Chancellor and Deans in reviewing budgetary requests, preparation of final budgets for submission, assisting in budget presentation, and administering the approved budget; administering fund receipts and disbursements; preparing and maintaining fiscal and internal control systems; and recording and preparing reports on all purchases, contracts, disbursements, and certification of availability of funds; assisting in the preparation of the Capital Improvements Budget; and controlling any cash transactions made at the college level. Work also entails directing all personnel and payroll actions as well as providing interpretation of personnel rules, policies and procedures to administrators and employees. Responsibilities also include those of ensuring that proper maintenance and care is taken of all physical facilities and properties of the college including the provision of adequate security of the premises at all times. Work involves considerable contact with senior campus administrators, systemwide management personnel, senior academic administrators, faculty, staff, and state and federal agencies. Work requires considerable knowledge of personnel administration. Supervision is exercised over a staff of professional, technical and clerical subordinates. General supervision is received from the Senior VP and Chancellor in the form of broad guidance; work is reviewed through oral and written reports, financial analyses and evaluation of results obtained. Work is performed with wide latitude for independent judgement and discretionary action.

The amendment and retitling of the class, Director of Administrative Services (UHH) to Vice Chancellor for Administrative Affairs (UHH) is approved.

Paul C. Yuen
Acting President and Chancellor

JULY 26, 1992