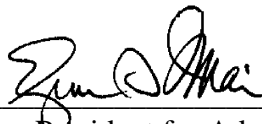


**DIRECTOR OF MAUNA KEA MANAGEMENT**

This is administrative and management work in the overall management, development and direction of a comprehensive integrated management system of the Mauna Kea Science Reserve, Summit Road and Hale Pohaku. The position in this class is responsible for the Mauna Kea Science Research master plan which involves protecting the historic/cultural resources; assessing the impact of the current practice on the historic sites and natural resources; protecting the natural resources; protecting and enhancing education and research in the areas of astronomy, Hawaiian language and culture, archaeology, ecology, geology, etc.; protecting and enhancing recreational opportunities such as hiking, skiing, etc.; and promoting public safety. The position must integrate the various interests and balance the natural, cultural, educational/research, and recreational use and management of Mauna Kea that provides for responsible stewardship of the resources. Work also includes administrative management involving the fiscal planning including expenditure and accounting of funds and fees; preparation of budgets and budgetary testimonies; preparation and defense of capital improvement requests; overseeing human resources management; procurement activities; and coordination and development of the maintenance and physical facilities upkeep, leases, sub-leases, permits, etc. In addition, critical to the functioning of the position in this class is serving as the lead coordinator and public point of contact to address concerns, inquires, and issues and to ensure that problems are addressed or brought to the attention of the appropriate and responsible agency, through the provision of insightful and innovative leadership and in support of the Mauna Kea Science Reserve, Summit Road, and Hale Pohaku.

Work is performed with a wide latitude for the exercise of independent professional judgment, discretion and initiative, with work reviewed by the Senior Vice President and Chancellor at the University of Hawai#i at Hilo and the President for the accomplishment of goals and objectives. The work requires considerable contacts with a wide range of organization groups, individuals, federal, state and county agencies and the general public; and the ability to establish and maintain positive and effective working relationships with a wide range of constituencies.

The establishment of the managerial class, Director of Mauna Kea Management is effective July 3, 2000.



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Senior Vice President for Administration

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June 29, 2000

Date