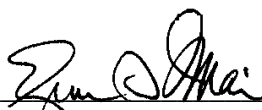


ASSOCIATE DIRECTOR OF MAUNA KEA MANAGEMENT

This is administrative and staff work in assisting the Director of Mauna Kea Management in managing the Office of Mauna Kea Management. As the full deputy to the Director, work involves responsibility for directing and supervising the development and implementation of plans, policies, formalized programs and priorities for the Mauna Kea Science Reserve to protect the cultural, historical, and environmental resources of Mauna Kea as well as to support and enhance Hawai'i's astronomy education and research programs. Work involves designing and implementing policies, programs, rules and regulations relating to the management of and public access to Mauna Kea and the Science Reserve; assisting in the establishment of formalized educational programs; supervising, managing and coordinating the maintenance of facilities, utilities, infrastructure and overall property management of the Mauna Kea Science Reserve; assisting in developing and implementing short- and long-range plans and priorities; supervising and coordinating the facilities maintenance within the Reserve, on the Summit Road and the Hale Pohaku area; coordinating the development of facilities upkeep, leases, sub-leases, permits, etc.; providing fiscal and administrative support including fiscal planning, overseeing expenditures and accounting of funds and fees, preparing budget testimony, preparing capital improvement requests, and overseeing other administrative matters; and developing programs to inform visitors of the cultural, spiritual, historical and archaeological significance and value of Mauna Kea. In the absence of, assumes full authority and responsibility of the Director.

Work is performed under general supervision and reviewed for attainment of overall goals and objectives. A position in this class has contact with various federal, state and county agencies, as well private and community organizations, businesses and individuals. Supervision is exercised over professional and clerical subordinates. Work requires considerable knowledge in project planning and organization, and program management and administration; considerable contact 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.

This is the initial specification for the new class Associate Director of Mauna Kea Management, effective January 18, 2001.



Senior Vice President for Administration

January 18, 2001

Date