

University of Hawai'i: Position Description Generator

Position: 12345678, UH ADMINISTRATIVE OFF IV

Position Information:

Band: B	Current Career Group: Institutional Support Group
Campus: SW	College/Office: ADMINISTRATION
Geographic Location: MAN	Department: HUM & MTL RES
	Section: OFF HUMAN RESOURCES
	Unit: OFF HUMAN RESOURCES
Bargaining Unit Code: 88	Employing Agency Code: 22502130
Account Code: G12345F123A123	

Duties & Responsibilities

- Processes requests for proprietary or sole source purchases in compliance with applicable laws, policies, procedures, rules and regulations.
- Plans, writes, edits, or directs the preparation of documentation such as reports, printed or visual media, statements of work, court documents and contracts.
- Performs or provides staff support in developing, coordinating, conducting, analyzing, reviewing, administering, managing, or controlling functions, programs, or systems in a staff, support, or specialty area with moderate to substantial impact.
- Provides technical advice in the specialty area to management and personnel at many levels.
- Performs evaluations, resolves problems, and generally carries out oversight responsibility for the specialty.
- Negotiates delivery orders, administers contracts and/or purchase orders, or acts in an advisory capacity for assignments of a moderately difficult and complex nature.
- Develops and/or presents to management and/or other personnel written and/or oral reports and/or recommendations.
- Performs independent tasks/studies/projects of full scope.
- Effectively resolves complaints.
- Provides advice and services on complex or difficult issues to a college or program office.
- Responsible for fiscal accountability and documentation of procurement/acquisition, receipt, and issue records.
- Prepares reports and correspondence for internal and external review/distribution.
- Resolves operational and administrative matters in accordance with current policies, procedures, and directives as requested.
- Responsible for written and oral communications, exercising tact, diplomacy, and good judgment in relations with others.
- Investigates and prepares justifications for survey actions in compliance with regulations.
- Highly responsible professional work in contracting, procurement and real property management and support services on a systemwide basis.
- Conducts workshops and information sessions to appropriate University personnel on procedures and changes.
- Insures that all actions taken are in compliance with all applicable State and Federal statutory laws and rules, as well as University policy.
- Negotiates and resolves contract disputes or controversial issues, and drafts correspondence (where appropriate) for the Director of the Office of Procurement, Real Property and Risk Management.
- Keeps abreast of current policies, procedures, regulations, directives and State and Federal statutory requirements, i.e., Hawaii Revised Statutes, Hawaii Administrative Rules, Federal Acquisition Regulations.
- Coordinates and resolves issues relating to the administration of contracts with Contractors, University administrators, University professional staff, fiscal officers, other State and Federal agencies, and executives of other outside organizations.
- Prepares and issues purchase orders, requisitions, invitations to bid, requests for proposals, bid specifications, proposal specifications, technical specifications or requests for quotations.
- Administers complete bid(s)/proposal(s) ("b/p") cycles to include prep of b/p specs, solicitation of b/p, evaluation of b/p including cost analysis, award of contracts, contract admin, monitoring vendor performance, termination of contracts as appropriate.
- Other Duties As Assigned

Judgment Exercised

- Judgments and decisions impact the work of the specialty or program area.
- Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.
- Findings and recommendations impact the immediate work area being studied.

Originality

- Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
- Uses ingenuity to isolate, define, and characterize critical features of problems and recommended solutions.
- Applies new advances in techniques and methods to the solution of project problems.

Controls Over Position

- The incumbent may recommend or establish policy and procedures applicable to an assignment.
- The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected.
- Actions that do not commit the organization beyond pre-established limits are usually not reviewed.

Supervision Exercised

- Coordinates, directs, reviews, and/or monitors the work of others in accomplishment of a specific task.
- Monitors, coordinates, or directs the work of lower level personnel, clerical assistants and/or student assistants.
- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.

Minimum Qualifications as of: 6/6/2001 2:58:53 PM**Education and Professional Work Experience**

- Possession of a pertinent baccalaureate educational degree and relevant professional experience, possession of the following competencies in technical knowledge, critical thinking skills, communication skills and interpersonal skills:

Knowledge, Skills and Abilities

- Considerable working knowledge of principles, practices and techniques in the assigned specialty areas(s) as demonstrated by the broad knowledge and understanding of the full range of pertinent standard and evolving concepts, principles and methodologies.
- Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with work specialty.
- Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to operate a personal computer and word processing software.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

Equivalencies

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledges, skills and abilities as indicated.

Amplification of Minimum Qualifications

- Knowledge of formal advertising to develop contracts or schedules for the purchase of large quantities of items to meet the consolidated requirement of a large organization.
- Knowledge of contract cost analysis techniques sufficient to gather and evaluate price and/or cost data for a variety of pre-award and/or post-award procurement actions.
- Knowledge of contract administration activities sufficient to monitor contracts such as contracts with incentive provisions.
- Ability to apply guideline material by reading and interpreting procurement regulations and technical materials and translating the guidance into specific action.

Desirable Qualifications

- Familiarity with common construction industry practices.
- Familiarity with common architectural and engineering practices and terminology.
- Familiarity with MS Word, MS Excel, and Windows 95 or above.