

DIRECTOR, HAWAI'I SMALL BUSINESS DEVELOPMENT CENTER

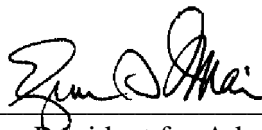
This is administrative work in planning, organizing, administering, managing and directing the operations of the statewide Small Business Development Center (SBDC).

Work involves directing, organizing and coordinating the SBDC's counseling, educational, and research services and programs specifically involving the formation, financing, management and operation of small business enterprises; overseeing the planning, directing and coordination of the Rural Economic Transition Assistance - Hawai'i (RETAH) program which provides counseling, educational, marketing, and other outreach efforts to potential farmers or subcontractors from Hawai'i's agricultural sector; developing objectives, strategies, and goals for the Hawai'i SBDC network; directing and promoting the Hawai'i SBDC; establishing effective working relationships with all levels of federal, state and local governments, and private agencies, organizations, associations, corporations; and directing and managing the Hawai'i SBDC's budget, fiscal operations, and human resources.

Work also involves preparing, negotiating, and managing contracts and grants; obtaining and maintaining public and private funding for the SBDC; ensuring the adherence to federal contract requirements of the U.S. Small Business Administration such as providing specific services to the business community, preparing reports; and coordinating the SBDC programs with other state agencies in order to avoid duplication of services.

Work requires the experience and knowledge of the needs of small business entrepreneurs; community, federal, county and state requirements governing businesses; knowledge of business administration practices in the private sector, organizational management, marketing, sales, and finance; ability to establish and maintain effective working relationships with the business community, private, state, county and federal agencies. Work is reviewed for results achieved, continuation of funding for the center's programs and community support.

The amendment and repricing of the class Director, Hawai'i Small Business Development Center is effective August 16, 1997.



Senior Vice President for Administration

March 6, 1998

Date