

## DIRECTOR OF STEWARDSHIP, CENTER FOR MAUNAKEA STEWARDSHIP (CMS)

This is administrative and management work responsible for the implementation of the University's integrated management system for its Maunakea leased lands. The position in this class is responsible for the implementation of the Maunakea Master Plan and the Maunakea Comprehensive Management Plan. Collectively, these plans guide UH's responsibilities for protecting and enhancing Maunakea's historic, cultural, and natural resources; enhancing education and research in the areas of astronomy, Hawaiian culture, archaeology, environmental science, biology, geology, etc.; protecting and enhancing recreational opportunities such as hiking, skiing, etc.; regulating commercial activities; and promoting public safety. The position must integrate these various interests and balance the natural, cultural, educational/research, commercial, and recreational use and management of Maunakea to provide for responsible stewardship of the resources. Work also includes administrative management involving 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; implementation of the administrative rules governing public access and commercial activities; planning and implementation of resource management studies and programs; coordination of the operations and maintenance of UH's support facilities; and ensuring sublease and permit compliance. In addition, critical to the functioning of the position in this class is serving as the coordinator and public point of contact to address concerns, inquire, 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 University's Maunakea leased lands.

Work is performed with a wide latitude for the exercise of independent professional judgment, discretion and initiative, with work reviewed by the Executive Director CMS, 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 Stewardship, CMS is effective

February 2, 2021

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President

February 2, 2021

Date