

## Job Description

**Job Title:** Big Island Invasive Species Committe Manager  
**Job ID:** 29220  
**Project Name:** Pacific Coop Studies Unit  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

---

[Email to Friend](#)[Select Job](#)[Return to Previous Page](#)

---

### Job Summary

Regular, Full-time, RCUH Non-Civil Service position with the Project Name, located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: \$4,067.00.

**DUTIES:** Works in conjunction with private and public partners to implement invasive species management projects on the Big Island. Directs BIISC operations (including position management). Writes the annual work plan with guidance of BIISC Chairman and/or Principal Investigator, BIISC members and cooperators and translates the plan into action. Provides overall leadership and oversight of BIISC team for the eradication and control of invasive introduced plant and animal species targeted by the annual BIISC action plan. Assures favorable public relations and quality control of actions by the team. Works with county, state and federal agencies to establish BIISC as an accepted and ongoing part of the solution to invasive species problems on the Big Island and forms new collaborative partnerships to further ongoing efforts. Works with funding agencies to identify and obtain financial support for projects and writes proposals to various agencies for funding. Prepares substantive written quarterly progress reports for BIISC and funding sources, annual report, press releases, and technical reports. Prepares and tracks budgets and expenses. Obtains necessary permissions from landowners prior to action by the crew. Assures establishment and maintenance of safety and sanitation protocols.

**PRIMARY QUALIFICATIONS:** **EDUCATION:** Two to three (2-3) years of project management experience involving facilitation, planning, scheduling, internal/external relations, and administration. Two to three (2-3) years of supervisory experience overseeing a culturally and professionally diverse workforce, composed of both professional staff and field crews. **EXPERIENCE:** Two to three (2-3) years of project management experience involving facilitation, planning, scheduling, internal/external relations, and administration. Two to three (2-3) years of supervisory experience overseeing a culturally and professionally diverse workforce, composed of both professional staff and field crews. **ABIL/KNOW/SKILLS:** Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Good understanding of budgeting, procurement, report writing, and general office administration. Excellent organizational, leadership, public relations, and communications skills as well as strong problem-solving, decision-making, interpersonal and management skills. Ability to work well with and motivate project staff. Able to delegate. Must be proficient in the use of PC for word processing and spreadsheets. Must have valid Hawaii Driver's License or be able to obtain one prior to commencing work. Documented experience preparing funding proposals, including grant writing.

**SECONDARY QUALIFICATIONS:** Bachelor's or Master's Degree from an accredited college or university in Resources Management or related field (e.g. Biology, Botany, Forestry, Zoology, Entomology or Geography) or Public Administration with an emphasis on resource management. Knowledge of Hawaiian environment, community, economy, and politics. Experience working with control of invasive species in Hawaii or elsewhere. Knowledge of funding sources in Hawaii and

nationally. Proven success in securing grant funding. Experience with PC software MS Access, PowerPoint (versions 2000 or higher) and ArcView (version 3.2 or higher).

INQUIRIES: Lynnette Kinoshita 956-3932 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to [www.rcuh.com](http://www.rcuh.com), click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before:** 06/19/2009

---

[Email to Friend](#)

[Select Job](#)

[Return to Previous Page](#)

---