

Kaho‘olawe Island Reserve Commission

Administrative Services

Cultural Resources Program Coordinator

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 103109

Department: Land and Natural Resources

Division: Kaho‘olawe Island Reserve Commission

Branch: Cultural Resources

Geographic Location: Maui, Hawai‘i

II. INTRODUCTION

The Kaho‘olawe Island Reserve Commission (KIRC) was established by Chapter 6K, Hawaii Revised Statutes (HRS) and placed within the Department of Land and Natural Resources for administrative purposes. The KIRC is responsible for the management of the Kaho‘olawe Island Reserve (Reserve), which includes the island of Kaho‘olawe and the marine waters two miles seaward from shore.

This position assists the KIRC in its management of the cultural resources in the Reserve by instilling traditional Native Hawaiian practices and knowledge in its day-to-day program management activities and tasks; assists in the preservation of cultural sites in the Reserve. The position is based at the KIRC Office on Maui but may involve extensive fieldwork on Kaho'olawe requiring extended overnight stays. It is a temporary exempt appointment subject to extensions authorized by the KIRC.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Management

95%

1. Plans, develops, and implements projects to support culture and education programs as envisioned by the Commission in the 5-year strategic plan. [1] [2]
2. Provide policy analysis and recommendations to the Executive Director on cultural implications planned KIRC projects may have on cultural resources. [1] [2] [3]
3. Responsible for infusing cultural knowledge, thought, and practices in KIRC programs, projects, and operations. [1] [2] [3]
4. Prepares annual budget for the Culture Program. [1] [2]]
5. Coordinates with Native Hawaiian groups, cultural stewardship organizations, community groups and KIRC Commission Cultural Working Group to aid in program implementation. [1] [2] [3]
6. Administers agreements with museums or cultural institutions for curation of artifacts. [1] [2]
7. Coordinates appropriate cultural ceremonies as planned. [1] [2] [3]

8. Review access requests for appropriateness of cultural activities and potential impacts on cultural sites and resources and makes recommendations. [1] [2] [3]
9. Reviews GIS data for cultural sites and with assistance from CEP Specialist II, develop appropriate preservation plans for the site. [1] [2]
10. Assists the Commission in developing policies and procedures towards the fulfillment of the KIRC's burial council obligations. [1] [2]
11. Identifies funding sources and develops a plan of action for pursuing Federal, State, Local, and/or private grants and donations to implement cultural educational programs. [1] [2]
12. Supervises/directs lower-level Cultural Resources Specialist and/or technical support personnel as necessary. [1] [2]
13. In addition, may perform work described at the lower levels. [2]

B. Other Duties

5%

Performs other duties as assigned.

Supervises the following position (s):

<u>Position No(s).</u>	<u>Title</u>
112516	Cultural Resources Specialist II

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: (a) the amount of time spent performing the function; (b) the consequence of not requiring a person to perform the function; (c) the work experience of people who have performed a function in the past and work experience of people who currently perform similar functions; and (d) the nature of the function based on the organizational structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this function.

IV. CONTROLS EXERCISED OVER THE WORK

Nature of Supervisory Control Exercised Over the Work:

This position is supervised by the Executive Director, Position No. 103230. Instructions are given for routine and new assignments. Seeks the guidance of supervisor for problems

not encountered in the past and supervisor reviews completed work for technical adequacy, completeness and thoroughness.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge of:

The history and culture of the Reserve and extensive knowledge of Hawaiian history, language, cultural traditions. Cultural Documents and plans as approved by the KIRC. Possess a working understanding of Section 106 of the National Historic Preservation Act (NHP A) and Chapter 6E of the Hawaii Revised Statutes.

B. Abilities and Skills:

Possess strong oral, interpersonal and written communication skills and analytical thinking. Follow oral and written instructions; be self-motivated; read, analyze, and interpret management plans; develop specific plans to meet management goals and objectives; work effectively with frequent interruptions and changing requirements; deal tactfully with staff and the general public; manage staff; effectively communicate with the Hawaiian community. Communicate to others appropriate cultural practices and protocols relating to the Reserve, to understand and communicate to the public the policies of the Executive Director and the Commission. Travel to the Reserve for several days at a time and endure isolated working conditions in varying weather conditions.

C. Physical Requirements:

Good physical health, endurance and ability to swim are required. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions. Must be able to work alone and independently. Must have good hearing and eyesight necessary for fieldwork.

D. Education Requirement:

An undergraduate degree in Anthropology, Hawaiian Studies, Education, Political Science, or closely related field.

E. Required Experience:

At least five years of experience in Hawaiian historical, cultural practices, or ethnographic research, writing, teaching, interpretation, or other demonstrable professional activity, including at least 2 years supervisory experience.

Substitution Allowed: Consideration will be given for professional experience on a year for year basis of progressively responsible experience in the management of cultural educational programs substitution for the bachelor's degree.

VI. REQUIRED LICENSES, CERTIFICATES, ETC.

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Possession of a valid Hawaii Driver's License.

VII. SALARY

Commensurate with experience.