

# Kaho'olawe Island Reserve Commission

Administrative Services

## Administrative Specialist III

### POSITION DESCRIPTION

#### I. IDENTIFYING INFORMATION

Position Number: 117440

Department: Land and Natural Resources

Division: ADMIN

Branch: Kaho'olawe Island Reserve Commission

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 managing the resources and assets of the Reserve by providing administrative support. This position is based at the KIRC Office on Maui but may involve occasional work on Kaho'olawe requiring overnight stays. This position is a temporary exempt appointment subject to extensions based on authorization by the KIRC.

#### III. MAJOR DUTIES AND RESPONSIBILITIES

##### A. Procurement Processing

50%

1. Prepares and processes purchase orders (POs) and Purchasing Card (pCard) authorization forms for all approved purchases. Responsibilities include typing purchase orders, preparing pCard forms, and providing supporting documentation as necessary; coding expenditures to the appropriate budget line item; gathering necessary documentation for purchases and subsequent payments for departmental approval and processing. [1][2]
2. Enters pCard transactions into the on-line PVS system as required and reconciles in-house pCard logs, PVS register and bank statements. [1][2]
3. Prepares, processes, and tracks execution of contracts. [1][2]
4. Manages a storage system for quick referral of POs and pCard purchases. [1][2]
5. Establishes and maintains a central contract and vendor filing system. [1][2]
6. Provides staff, vendors, and contractors with current information on the status of purchases and payments when requested. [1][2]

- B. Financial Record Keeping 40%
1. Maintains financial records and reports that provide status of purchases, contract balances and encumbrances, and yearly budgets. [1][2][3]
  2. Prepares and distributes monthly expenditure reports for current Fiscal Year budget. [1][2][3]
  3. Maintains and keeps current in-house accounting software and records. [1][2]
  4. Works with Executive Director and Administrative Officer to develop and maintain a project cost accounting system. [1][2][3]
- C. Other Duties 10%
1. Prepares a variety of documents, including reports, letters, memos, travel requests, etc., as directed and/or necessary. [1][2]
  2. Provides clerical assistance and carries out other related duties as assigned by the Administrative Officer. [1][2]
  3. Identifies potential funding sources from local, State, Federal, and other entities and assist in preparing application documentation. [2]
  4. Performs other duties as assigned.

**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 Administrative Officer, Position No. 112302. General instructions are given for routine assignments. Detailed instructions are given for new assignments. This position seeks the guidance of its supervisor for problems not encountered in the past. The supervisor reviews completed work for technical adequacy, completeness, and thoroughness.

**V. RECOMMENDED QUALIFICATIONS**

**A. Knowledge of:**

Awareness of, or willingness to learn Hawaiian history, language, and cultural traditions.

General accounting principles; State procurement rules and regulations; general fiscal management; concepts such as fractions, percentages, ratios, and proportions and their application to practical situations.

**B. Abilities and Skills:**

Strong organizational skills; word processing, database and spreadsheet programs; general office procedures; secretarial principles and practices, filing, computers, and standard office equipment; strong written and oral communication, analytical thinking; proficiency in using MS Office Suite including Word, Excel and PowerPoint programs.

Follow oral and written instructions; be self-motivated; plan, organize and carryout a broad range of administrative tasks; speak simply and directly to individuals in response to their inquiries; work effectively under frequent interruptions and changing requirements; analyze financial reports; review and interpret State procurement rules and regulations in a proper manner; deal tactfully with staff and the general public.

Able to travel by helicopter, airplane, boat, and four- wheel drive vehicles and work in outdoor field conditions.

**C. Physical Requirements:**

Must be able to perform the essential duties of the position.

**D. Required Education:**

Undergraduate degree in Business Administration, Accounting or related field.

**E. Required Experience:**

At least four (4) years of general administrative work, with progressively responsible experience in procurement and fiscal management.

Substitutions Allowed: A graduate degree may be substituted for two (2) years of professional experience.

**VI. REQUIRED LICENSES, CERTIFICATES, ETC.**

Possession of a valid Hawaii Driver's License.

**VII. SALARY**

\$30,000 to \$40,000 annually, commensurate with experience.