

File No.:	1049913
Job Code:	001072
RCUH Pay Range:	23
FLSA:	Exempt
EEO Cat.:	2B – Professional (Research)
Effective Date:	June 22, 1999

MAUI INVASIVE SPECIES COMMITTEE COORDINATOR

PACIFIC COOPERATIVE STUDIES UNIT (Maui Invasive Species Committee, Kahului, Maui)

- I. **SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with Maui Invasive Species Committee (MISC) located in Kahului, Maui. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Assists the MISC Chairman and designee(s) in directing MISC field team (including design of positions and hiring and deciding where operation should be based). Works in conjunction with and supervises a team of up to seven members toward eradication/control of invasive alien plant and animal species targeted by annual MISC action plan. Translates the plan and guidance by MISC Chairman or designee into appropriate action. Assures favorable public relations and quality control of action by the team. Obtains necessary permissions from landowners prior to action by the crew. Participates in establishing protocol to prevent seed dispersal by crew. Assures that information on plants and animals treated/controlled is kept in project records. Evaluated data and transmits periodically to appropriate MISC-designated repository for archiving and updating of ArcView maps. Works with funding agencies to identify and obtain financial support for projects. Writes proposals to various agencies for funding. Occasionally presents slide shows and oral reports to funding agencies and partners. Prepares and tracks budgets and expenses. Prepares substantive written quarterly progress reports for MISC and funding sources, annual report, press releases, and technical reports.

II. **SCOPE OF POSITION:**

- A. **Reports to:** MISC Chairman or designee.
- B. **Supervises:** Up to seven team members (including Public Relations Specialist).
- C. **Budgetary Fiscal Responsibility:**

Direct:	<u>Amt.</u>	Indirect:	<u>Amt.</u>
<u>X</u> Salary	<u>\$450,000</u>	<u> </u> Salary	\$ <u> </u>

<u>X</u> Fringes	<u>\$150,000</u>	<u> </u>	Fringes	\$ <u> </u>
<u>X</u> Equipment	<u>\$50,000</u>	<u> </u>	Equipment	\$ <u> </u>
<u>X</u> Other	<u>\$150,000</u>	<u> </u>	Other	\$ <u> </u>

- D. Level of Interaction:** With guidance and direction from MISC, directs a team of up to seven members. Provides goals, direction and may delegate responsibility to team members for supervision and quality control of day-to-day activities and project completion. Negotiates with landowners as necessary to obtain and maintain permission for plant/animal operations, with cooperation and involvement of Hawaii Department of Agriculture as necessary. Person to person contacts are with team members, MISC Chairman and members, landowners, members of the public community, agency personnel (especially at base of operations), and sometimes with the press.

III. MAJOR DUTIES & RESPONSIBILITIES (* Essential Job Functions)

- 20%* 1. Strategizes and plans actions, based on guidance in annual MISC action plan and direction from MISC Chairman or designee, taking advantage of information from meetings of MISC, maps provided by USGS-BRD and agency contacts.
- 20%* 2. Prepares substantive written quarterly progress reports for MISC and funding sources, annual report, press releases, and technical reports. Writes proposals to various agencies for funding.
- 30%* 3. Works in the field with and supervises team with the goal of eradication and control of invasive alien plant and animal species targeted by MISC. Assures quality control through monitoring of treatment effectiveness. Supervises collection of data on control and distribution of alien species and evaluates trends of collected data. Provides data to USGS-BRD on a regular basis.
- 10%* 4. Procures equipment, assures maintenance of project vehicles and care of project equipment, manages herbicide use, keeps and transmits records of treatment and control, oversees employee safety, and implements and enforces protocol to prevent seed dispersal by crew.
- 10%* 5. Negotiates with landowners as necessary to obtain and maintain permission for plant and animal operations, with cooperation and involvement of Hawaii Department of Agriculture as necessary.
- 5%* 6. Works with funding agencies to identify and obtain financial support for projects. Prepares and tracks budgets and expenses.

- 5% 7. Performs miscellaneous related duties as required.

IV. MINIMUM QUALIFICATIONS:

- A. Education:** Graduation from an accredited four-year college or university.
- B. Experience:** Two years of field and supervisory experience in an active resource management program to protect Hawaii's ecosystems.
- C. Abilities, Knowledge, and Skills:** Excellent organizational, leadership and communications skills. Knowledge of Hawaiian biota and threats from alien species. Ability to read maps and aerial photographs. Knowledge of how to implement a natural resource-related project. Basic computer skill in word processing and spreadsheets. Ability to work with small mechanized equipment (chain saws, etc.). Must have Hawaii Driver's License.
- D. Physical and/or Medical Demands:** Supervision will require excellent physical condition and coordination. Ability to lift and carry 50 lbs.

- V. DESIRABLE QUALIFICATIONS:** Demonstrated ability to communicate clearly both orally and in writing. Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Experience working with control of invasive species in Hawaii or elsewhere.

- VI. REVIEWED BY INCUMBENT OF POSITION:** This position description is a summary of job functions, responsibilities and qualifications. These designations of functions are subject to change as needs dictate.

Signature of Incumbent

Date

Print Name

Note: This sheet is attached to the position description. This page will be maintained with your file copy of the official installation date of the position description.

PREPARED/RECOMMENDED AND SUBMITTED BY:

Principal Investigator

Date

CLASSIFICATION:

Exempt
RCUH Pay Range: 23

Factor	Slotting	Points
Know How	EII3	350
Accountability	D(3)S	152
Problem Solving	D4 (43%)	151

APPROVED BY:

Director of Human Resources or Designee

Date

mk

Bulletin Board Posting: June 22, 1999

Revised & Reposted: June 25, 1999

MAUI INVASIVE SPECIES COMMITTEE COORDINATOR – ID#99181. Regular, Full-Time, RCUH Non-Civil Service position with Maui Invasive Species Committee (MISC) located in Kahului, Maui. Continuation is dependent upon program/operational needs, satisfactory work performance, and availability of funds. **Minimum Monthly Salary:** \$2,677.00. **Duties:** Assists the MISC Chairman and designee(s) in directing MISC field team (including design of positions and hiring and deciding where operation should be based). Works in conjunction with and supervises a team of up to seven members toward eradication/control of invasive alien plant and animal species targeted by annual MISC action plan. Translates the plan and guidance by MISC Chairman or designee into appropriate action. Assures favorable public relations and quality control of action by the team. Obtains necessary permissions from landowners prior to action by the crew. Participates in establishing protocol to prevent seed dispersal by crew. Assures that information on plants and animals treated/controlled is kept in project records. Evaluated data and transmits periodically to appropriate MISC-designated repository for archiving and updating of ArcView maps. Works with funding agencies to identify and obtain financial support for projects. Occasionally presents slide shows and oral reports to funding agencies and partners. Prepares and tracks budgets and expenses. Prepares substantive written quarterly progress reports for MISC and funding sources. Other duties as assigned. **Minimum Qualifications:** Graduation from an accredited four-year college or university (or equivalent experience). Two years of field and supervisory experience in an active resource management program to protect Hawaii's ecosystems. Excellent organizational, leadership and communications skills. Knowledge of Hawaiian biota and threats from alien species. Ability to read maps and aerial photographs. Knowledge of how to implement a natural resource-related project. Basic computer skill in word processing and spreadsheets. Ability to work with small mechanized equipment (chain saws, etc.). Must have Hawaii Driver's License. Supervision will require excellent physical condition and coordination. Ability to lift and carry 50 lbs. **Desirable Qualifications:** Certification for commercial applications of restricted pesticides. Demonstrated ability to communicate clearly both orally and in writing. Knowledge of threats from incipient alien plant and animal invasions in Hawaii. Experience working with control of invasive species in Hawaii or elsewhere. **Inquiries:** **David Duffy, 956-8218.** **Application Requirements:** Send cover letter (note ID#) with narrative on your qualifications for the position, resume with salary history, the names and phone numbers of three work related references, and copy(ies) of diploma(s) and/or certificate(s) used to qualify for position to the Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall, D-100 Honolulu, HI 96822. **Closing Date: July 12, 1999.** EEO/AA Employer.

Maui News Ad: 7/4/99

The Research Corporation of the University of Hawaii

MAUI INVASIVE SPECIES COMMITTEE COORDINATOR – ID#99181

Pacific Cooperative Studies Unit

Maui Invasive Species Committee (MISC) located in Kahului, Maui. Assists the MISC Chairman in directing MISC field team. Works in conjunction w/ & supervises a team toward eradication/control of invasive alien plant and animal species targeted by annual MISC action plan. Assures favorable public relations and quality control of action by the team. Evaluates data and transmits periodically to appropriate repository for archiving and updating of ArcView maps. Works w/ funding agencies to identify & obtain financial support for projects. Occasionally presents slide shows & oral reports to funding agencies and partners. Prepares and tracks budgets and expenses. Prepares substantive written quarterly progress reports for MISC and funding sources. **Requires:** Graduation from a four-year college/university (or equivalent experience) and 2 years of field & supervisory experience in an active resource management program to protect Hawaii's ecosystems. Excellent organizational, leadership & comm. skills. Knowl. of Hawaiian biota & threats from alien species. Ability to read maps & aerial photographs. Knowledge of implementation of natural resource-related project. Basic computer skill in word processing and spreadsheets. Ability to work with small mechanized equipment (chain saws, etc.). Must have Hawaii Driver's License. Supervision will require excellent physical condition and coordination. Ability to lift and carry 50 lbs. **Inquiries: David Duffy, 956-8218. Closing: 7/12/99. Min Sal: \$2667/mo.**

APPLICATION REQUIREMENTS: Send resume w/ ID# & salary history, the names & phone #s of 3 work related references, & copy of diploma to: Dir. of Human Resources, Research Corp. of the University of Hawaii, 2530 Dole St., Sakamaki Hall D-100, Honolulu, HI 96822. EEO/AA Employer.