CONSERVATION DIVISION ADMINISTRATOR - ID# 22563
Regular, Full-Time position w/ Pacific Cooperative Studies Unit in Honolulu. Duties: Develop, implement & oversee division & personnel for 30 training areas & 33,000 acres statewide. Direct 3 Conservation sub-programs. Oversees goals, projects various costs, complies yearly budget. Supervise contract personnel, equip. procurement, correspondence & admin. Procure federal & state funding. Develop, manage & recruit contract hires. Write various reports. Tracks & reviews proposals, contracts & budgets. Conduct field surveys & analysis, Conduct environmental regulatory compliance; & ensure proper planning consideration for sensitive areas under National Guard jurisdiction.
Requires: Bachelor's in Zoology, Botany, Ecology, Conservation Biology, Natural Resource Management, or related fields. 3 yrs. exper. in leadership/coordinator position, w/ emphasis on regulatory compliance in conservation areas. 1 yr. exper. in admin., office mgmt., or organizational capacity. Knowledge of budgeting & contracting. Able to identify native biota in field. Ability to evaluate environmental reports of other agencies; & participate w/ other agencies in technical review of project impacts. Knowledge & skills applied encompass policy legal mgmt. & technical aspects. Able to write clear & concise reports. Excellent communication & program mgmt. skills to guide & implement research & mgmt. program. Valid driver's license. Able to conduct fieldwork in difficult environments. Inquiries: Lynnette Kinoshita, 956-3932. Closing: 11/22/02. Sal. Range: $3277-$6363/mo.