Job Title: NorthWest Hawaiian Islands Information Technology Specialist  
Job ID: 26734  
Project Name: National Ocean Service  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 01/08/2007

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with National Ocean Service (NOS), Northwestern Hawaiian Islands Marine National Monument (NWHIMNM), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary: $2,929.00.

Duties:
- Promotes the goals of the National Marine Sanctuary Program (NMSP) and the Northwestern Hawaiian Islands Marine National Monument (NWHIMNM).
- Provides Macintosh and personal computer (PC) desktop, server, printer, audio/visual, and network support and training for the staff of the NWHIMNM.
- Designs, supports, and updates web site pages.
- Specifies and purchases hardware, software, A/V equipment as well as tracks such software and equipment.

Minimum Qualifications:

Education:
- Bachelors Degree from an accredited four (4) year college or university in Computer Science or related field (At least five (5) years of job-related experience in computer sciences, systems analyst, law analyst, law enforcement technology management or related field may substitute for Bachelors Degree).

Experience:
- Three to five (3-5) years experience working in enterprise-grade multi-agency information systems design and management, government or law enforcement management and public policy or related fields.
- Experience in web site design and support, including the use of image editing programs for web content development; Oracle/MS SQL multi-agency database applications, working effectively with other agencies and
groups to lead multi-disciplinary task forces, developing recommendations, preparing clear and well organized written reports.

Abil/Know/Skills:
- Knowledge in overall management of an IT infrastructure, inclusive of all components and support; working with hardware, software and security vendors to achieve a desired outcome; multi-agency vendor management, contract management, and project management; and extensive knowledge of Mac OSX, OS9 and OSX Server.
- Demonstrated technical, programming, writing, editing, and communication skills; Apple hardware and PC/Mac networking and connectivity issues; writing technical documentation related to information management systems; public speaking, presentation and communication techniques.

Physical/Medical Requirements:
- Able to lift and carry eighty (80) pounds.

Desirable Qualifications:
- Experience in enterprise-grade multi-agency Active Directory information sharing system; ADHOC SQL reporting, project management skills and in interfacing with multiple end-users with varying levels of expertise in data technologies; managing web site content and in deploying web content collaboration tools to allow non-technical end users to update the content on various web sites; working in a large team environment, and across agencies; working with and building relationships with a diverse group of federal, state, and private entities.
- Proficient knowledge of a broad range of federal and state authorities relating to marine management conservation, and particularly knowledge of the NWHI Marine National Monument, and National Marine Sanctuary System.

Inquiries:
Moani Pai 397-2660 (Oahu).

Application Requirements:
The preferred method of applying for a job is through our on-line application process. Please go to 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. EEO/AA Employer.