This is NOT the official posting. For the official posting see the RCUH Careers Website: http://www.hear.org/announcements/jobresources.htm (Search for Job ID# 27198)

Job Title: OISC Operations Manager  
Job ID: 27198  
Project Name: Pacific Coop Studies Unit  
Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Closing Date: 04/18/2008

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Oahu Invasive Species Committee (OISC), Pacific Cooperative Studies Unit (PCSU), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

Minimum Monthly Salary:
Salary commensurate with qualifications.

Duties:
- Directs operations of the OISC.
- Strategizes and plans actions based on direction from OISC Chairperson or designee and guidance from OISC constituents.
- Responsible for producing and implementing the OISC Annual Strategy Plan.
- Provides overall leadership and oversight of OISC team toward eradication/control of invasive alien plant and animal species.
- Plans and coordinates regular OISC meetings.
- Works with county, state and federal agencies to establish OISC as an accepted and ongoing part of the solution to invasive species problems on Oahu.
- Writes proposals to various agencies for funding.
- Interacts with other agencies involved in invasive species issues to assist in statewide efforts.
- Prepares substantive quarterly and year-end summary reports describing OISC activities and financial status.
- Identifies and prioritizes OISC budgetary needs.
- Prepares and tracks OISC budget and expenses.

Minimum Qualifications:

Education:
- Bachelors Degree from an accredited four (4) year college or university.

Experience:
- Two to four (2-4) years of experience in project management involving planning, scheduling, internal/external relations, and administration.
- Two to four (2-4) years of supervisory or leadership experience.

Abil/Know/Skills:
- Knowledge of Hawaiian environment, community, economy, and politics.
- Understanding of biological concepts and natural resource management, and project implementation.
- Good understanding of budgeting, procurement, report writing, and general office administration.
Proficient computer skills in word processing and spreadsheets.
Ability to write grants.
Must possess a valid drivers license.
Skilled in budgeting, procurement, report writing, and general office administration.
Demonstrated ability to communicate clearly both orally and in writing.
Must be able to complete basic helicopter safety course and rappelling training within twelve (12) months of hire.

Physical/Medical Requirements:
- Ability to lift and carry one-third (1/3) of personal body weight and hike in rugged terrain and under inclement weather conditions.

Desirable Qualifications:
- Knowledge of funding sources in Hawaii and nationally.
- Experience preparing funding proposals.
- Knowledge of threats from incipient alien plants and animals invasions in Hawaii or elsewhere.
- Field experience protecting Hawaii’s natural resources.
- Four (4) or more years of supervisory experience.
- Experience working with manual and chemical control of invasive species in Hawaii or elsewhere.

Inquiries:
Ryan Smith 453-6112 (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.