

Job Description

Job Title: Invasive Species Project Manager
Job ID: 10055
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Job Summary

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

MINIMUM MONTHLY SALARY: \$3,620.00 - \$5,400.00

DUTIES: Responsible for invasive species program development and implementation, providing policy direction on invasive species issues and resource development. Is a key point of contact for statewide invasive species programs including; the Hawaii Invasive Species Council (HISC), the Invasive Species Committees (ISCs), the Brown Treesnake Technical Working Group, Avian Influenza and West Nile Virus working groups, and partner agencies on projects related to invasive species, including: strategic planning; coordination of statewide invasive species prevention and management efforts; budget management; project administration; and public outreach and education coordination. Works in conjunction with state and federal agency partners and assists island coordinators and members to implement invasive species prevention and management projects such as Environmental Assessments for control actions, consistency between agency regulations related to invasive species, project organization and species-specific planning. Supervises, directs and facilitates the work of the Invasive Species Program administrative staff.

PRIMARY QUALIFICATIONS: **EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university. **EXPERIENCE:** Three to five (3-5) years experience in Natural Resource Management, Environmental Planning, and/or program management and coordination. Three to five (3-5) years experience supervising staff. (A Master's Degree from an accredited college or university may substitute for three (3) years of work experience.) **ABIL/KNOW/SKILLS:** Knowledge of how to implement a multi-faceted natural resource-related projects. Basic understanding of principles pertinent to fiscal, personnel safety, and operational matters. Familiar with policy and law, Hawaiian biota, island ecosystem processes, incipient alien plant and animal invasions. Skills in basic word processing and spreadsheets. Must possess a valid driver's license. Able to communicate orally and in writing.

SECONDARY QUALIFICATIONS: Master's Degree from an accredited college or university in Natural Resource Management, Planning, and/or Policy. Coursework in Forestry, Wildlife Management, Natural Resources Management, Planning or related field from an accredited four (4) year college or university. Experience working with multiple stakeholders, collaborative management, conflict resolution/negotiations, strategic planning, and grant writing. Background in natural resources law, policy, program development or advocacy. Familiar with State procurement process. Familiar with Hawaii statutes and regulations.

INQUIRIES: Mindy Wilkinson 587-0164 (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. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 02/17/2010

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