Job Description

Job Title: OISC Operations Manager
Job ID: 12336
Project Name: Pacific Coop Studies Unit
Full/Part Time: Full-Time
Regular/Temporary: Regular

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.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s 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 driver’s license. Skilled in budgeting, procurement, report writing, and general office administration. Demonstrated ability to communicate clearly both orally and in writing. Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within twelve (12) months of hire). 

POST OFFER/EMPLOYMENT Conditions: Must be able to complete basic helicopter safety course within twelve (12) months of hire. Ability to obtain State of Hawaii Certification for Application of Restricted Use Pesticides within twelve (12) months of hire. PHYSICAL/MEDICAL REQUIREMENTS: Ability to lift and carry fifty (50) pounds and hike in rugged terrain and under inclement weather conditions.

SECONDARY QUALIFICATIONS: Bachelor’s Degree from an accredited four (4) year college or university in Natural Resource Management, Botany, Biology, Environmental Studies or related field. Experience with financial and legal administration. 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: Rachel Neville 266-7994 (Oahu).
APPLICATION REQUIREMENTS: Please go to www.rcuh.com, click on “Employment”; select “Apply” and navigate to “See Job Announcements and/or Apply for a Job.” You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Salary History, 4) Supervisory References, 5) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time) as stated on the job posting. If you do not have access to our system and the closing date is imminent, you may send additional documents to rcuhhr@rcuh.com. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 08/01/2012