

File No.:	1121905
Position No.:	00038983
Job Code:	006865
RCUH Pay Range:	E21
FLSA:	Exempt
EEO Cat.:	02A – Professional (Administrative)
WC Classification:	8810
Effective Date:	03/14/15 (update 03/02/17, internal update 07/01/19, update/new title 01/10/20)

## **OVPRI/OANRP ADMINISTRATIVE COORDINATOR**

### **Office of the Vice President for Research and Innovation Oahu Army Natural Resources Program**

- I. **SUMMARY OF DUTIES:** Regular, Full-Time, RCUH Non-Civil Service position with the Office of the Vice President for Research and Innovation (OVPRI) performing project tasks under the applicable cooperative agreement for the U.S. Army Garrison (USAG), Directorate of Public Works (DPW), Environmental Office, Natural Resources Section, located on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

The primary goal is to ensure that the military mission is accomplished and that training opportunities are realized to the fullest extent possible in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides. Majority of tasks take place on Army lands.

Works independently to direct and manage administrative support for the OVPRI/Oahu Army Natural Resources Program (OANRP). Responsible for all fiscal and human resource actions. Maintains budget spreadsheets and projects expenditures. Advises Program manager on budget category allocations and necessary adjustments. Oversees administrative process including travel requests and completions, purchase orders, reimbursements, service contracts, etc. Prepares bid requests, monitors process and submits all relevant contract compliance documentation. Prepares and/or monitors all purchase orders, receiving procedures, sole source, etc. Directs all personnel actions including; requesting recruitments, reviewing and submitting hiring documents, and overseeing the processing of all HR personnel actions. Oversees in/out-processing of employees. Manages staff training, database, and files. Manages helicopter contracting. Supervises program wide communication. Serves as synthesis editor for OANRP Annual Report. Serves as primary note-taker at all Implementation Team meetings with U.S. Fish and Wildlife Service. Requires riding in helicopters and driving off-road.

**II. SCOPE OF POSITION:**

**A. Reports to:** Principal Investigator/VPRI (Dr. Vassilis Syrmos)  
OANRP NRM Field/Operations Manager (Jobriath Rohrer)

**B. Supervises:** (1) OANRP Administrative Associate

**C. Budgetary and/or Fiscal Responsibilities:** Reviews, advises, and prepares fiscal documents for processing (e.g., purchase order requisitions, authorization for payment, cash reimbursement, mileage voucher, travel authorizations, etc.). Prepares sub-contract documents (e.g., Service Agreements, Invitations for Bid, Requests for Proposals). Monitors monthly budget status reports. Provides monthly projections of budget status.

<b>Direct:</b>	<u>Amt.</u>	<b>Indirect:</b>	<u>Amt.</u>
Salary	\$2,000,000.00	Salary	
Fringes	\$800,000.00	Fringes	
Equipment	\$800,000.00	Supplies	

**D. Signature Authorities:**

<b>X</b>	<b>Type of Action</b>	<b>Defined Limitations</b>
<input checked="" type="checkbox"/>	Personnel Actions	
<input checked="" type="checkbox"/>	Time Reports & Payroll Actions	
<input checked="" type="checkbox"/>	Purchasing Actions	
<input checked="" type="checkbox"/>	Receiving Reports/Communications	
<input checked="" type="checkbox"/>	Receiving Supplies/Services	

**E. Level of Interaction:** Interacts with OVPRI/OANRP staff and partner agencies such as U.S. Fish and Wildlife (USFWS), University of Hawai'i, State of Hawai'i, Lyon Arboretum, Watershed Partnerships, Invasive Species Committees, and industry groups and companies. Work environment will be primarily in the OANRP offices. Occasional fieldwork in remote mountainous locations on and off Army lands within Makua Implementation Plan (MIP) and Oahu Implementation Plan (OIP) management units. Independently directs the OARNP administrative and fiscal programs and manages Administrative Associate. Required to solve problems when they arise and take appropriate corrective actions. Person-to-person contacts are primarily with Program Director, Program Managers and Coordinators. Advanced level of judgment, attention to detail, and problem solving skills required to perform moderate to complex assignments and projects on a regular basis. Expected to work independently, but also as part of a team. Work is expected to reflect sound judgment and analysis. Must be able to organize time and job demands for timely completion of responsibilities, be cost conscious, use discretion, and maintain confidentiality regarding personnel, budgeting, and other matters. Must be capable of interacting positively with a variety of personalities. Work

must be in accordance with Army Department of Public Works (Army DPW), the Research Corporation of the University of Hawai'i (RCUH) and OVPRI policies, management guidelines and endangered species legislation. Will utilize Access database to manage and track data. Ability to make sound planning and logistical decisions.

F. **Job Competencies:** The following are required competencies the employee must demonstrate to maintain satisfactory work performance:

1. **Accountability:** Ability to be relied upon to ensure that projects within areas of responsibility are completed in a timely manner. Ability to monitor programs and/or activities and take corrective action when necessary. Complies with all federal and state laws and regulations relating to natural and cultural resource management.
2. **Communication:** Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others.
3. **Ethics and Integrity:** Degree of trustworthiness and ethical behavior of an individual with consideration for the knowledge one has of the impact and consequences when making a decision or taking action.
4. **Flexibility:** Adapting to and working with a variety of situations, individuals and groups. Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
5. **Initiative:** Identifying and dealing with issues proactively and persistently; seizing opportunities that arise. Ability to take prompt action to accomplish objectives. Ability to take action to achieve goals beyond what is required. Ability to be proactive.
6. **Leadership:** Skill and ability in coordinating, facilitating, and participating in a collaborative approach to the completion of tasks or assignments.
7. **Problem Solving:** Ability to identify problems, determine possible solutions, and actively work to resolve the issues.
8. **Safety and Health Compliance:** Ability to demonstrate an understanding of applicable policies and procedures. Ability to maintain conditions that ensure a healthy and safe working environment.

III. **MAJOR DUTIES & RESPONSIBILITIES** | List 6-8 duties in order of importance, not by % values |  + bold text = "primary duty" |  = Essential Job Function:

- 30%  1. **Manages all administrative support for OANRP with OVPRI and RCUH. Works with Program Director and Program Managers to develop budget. Reviews budgets prepared by OVPRI for completeness, accuracy, and compliance. Advises Program Director and Program Managers on project spending. Responsible for all fiscal actions and serves as primary support/resource person on fiscal matters at the project level. Manages processing of travel requests and completions.**

**Manages processing of reimbursements, purchase orders, service contracts, etc. Prepares Invitation for bids, Requests for Proposals and manages bidding process, non-routine purchase orders and all purchase orders above \$10,000, receiving procedures, sole source, etc. Submits all documents for contract compliance working closely with vendors to obtain procurement requirements (Certifications, Insurance, etc.). Prepares justification on cost price reasonableness and sole source for purchase orders. Reviews propriety and completeness of all procurement documents. Directs administrative staff and employees on procurement issues. Analyzes, interprets, and applies complex financial/administrative rules and applications for staff and employees to ensure compliance with RCUH Policies and 2 Code of Federal Regulations (CFR) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Federal regulation. Manages petty cash distribution and prepares petty cash summary sheet. Prepares e-signature documents for management.**

- 35%  2. Directs, supervises, and assigns work to OANRP Administrative Associate. Ensures timely and accurate processing, reporting, and submission of human resources actions (paper and online) including hiring, termination, and other employee changes. Coordinates all hiring documentation for submission to RCUH/OVPRI. Serves as Primary Timekeeper and responsible for the timeliness and accuracy of timesheet information into RCUH system; ensures timesheets are submitted in accordance with RCUH HR policies and procedures. Advises staff on HR questions. Manages in/out processing of employees, staff training, and database files. Organizes, solicits and coordinates in-house and contract training.**
- 15%  3. Manages contracting aspects of helicopter operations. Monitors OANRP helicopter hours to ensure flights occur within Office of Aircraft (OAS) issued Task Order hours and RCUH purchase order hours; enters billed hours into OANRP Expense database and verifies Helicopter database accuracy and Hobbs meter readings. Reviews and generates Aircraft Use Reports from Office of Aircraft Safety (OAS 23), Department of Interior (DOI) on-call forms, Civil Aircraft Landing Permit (CALP) forms, and Fuel Purchasing Agreement (FPA) forms. Assists Contracting Officer Representative (COR) with contracting and coordination with the OAS and RCUH. Manages the Helicopter Calendar with partner organizations and helicopter vendors. Secondary coordinator for daily OANRP helicopter operations. Drives project vehicle to access field sites.**
- 10%  4. Facilitates program-wide communications through quarterly Admin presentations, monthly supervisor meeting notes, and all staff e-mail updates and reminders. Assists with communication during emergencies. Maintains OANRP Admin calendar with meetings, trainings, deadlines, and other beneficial project information.**

**Oversees editing for OANRP Annual Report. Compiles chapters from authors, edits, directs/finalizes formatting, printing, and distribution of the Annual Report to Fish and Wildlife and other OANRP Cooperators. Coordinates note-taking at all Implementation Team meetings with U.S Fish and Wildlife Service. Ensures official meeting notes are organized and edited for distribution to U.S Fish and Wildlife.**

5%  5. Spends time in the field to be familiar with Management Units (Mus), fieldwork, and Landing Zones and Drop Zones.

5%  6. Performs other duties as assigned.

#### **IV. PRIMARY QUALIFICATIONS:**

**A. Education/Training:** Bachelor's Degree from an accredited four (4) year college or university. Coursework in Business, Administration, or related is preferred.

**B. Experience:** Three to five (3-5) years of experience with fiscal, accounting, personnel or procurement actions. Experience must include at least one (1) year of experience with contract management. Prior leadership experience.

**C. Knowledge:** Strong knowledge of preparing fiscal documents, processing travel, and procurement actions in compliance with the Code of Federal Regulations (CFR) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Federal regulation, and state regulations. Knowledge of personnel administration principles. Proficient knowledge of common office practices including operation of standard office machines, personal computers and word processing/spreadsheets. Basic knowledge of Hazardous Material/Environmental compliance regulations. Knowledge of facilities and personnel logistics, helicopter safety and logistics.

**D. Abilities and Skills:** Ability to communicate clearly and effectively with supervisor, co-workers and partners. Must be an excellent communicator, both orally and in writing with strong interpersonal skills. Must have excellent organization and project management skills. Ability to use computer programs, including but not limited to, Microsoft Word, Excel, Access, and PowerPoint. Skilled in professional quality report compilation, formatting, and editing. Must possess a valid driver's license (and if use of personal vehicle on the job is required, must also have valid personal driver's insurance equivalent to Hawai'i's No-Fault Driver's Insurance) and maintain throughout the duration of employment. Must be able to drive a 4-wheel drive vehicle.

**Post Offer/Employment Conditions:** Must be able to pass a Department of Defense (DoD) security check for employment as an Army contractor. Applicants selected will be subject to a Government security investigation and must meet eligibility requirements for access to unclassified

information. Must be able to complete helicopter safety courses within six (6) months from date of hire. Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months from date of hire) and maintain throughout duration of employment.

**E. Physical and/or Medical Demands:** Conducts work under office conditions. Must be able to lift up to 45 pounds unassisted.

**F. Policy and/or Regulatory Requirements:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.).

**V. SECONDARY QUALIFICATIONS:** Education and experience in programs managing rare and endangered species and ecosystems on Army lands in Hawai'i. Knowledge of Department of the Army natural resources programs in general and the policies and organizational contexts within which they are managed. Knowledge of Federal, State, and local environmental laws. Knowledge of administrative and fiscal procedures with OVPRI/RCUH. Skills in technical support to include network, computer, printer, and fax/scanner troubleshooting. Familiarity with biological database application and maintenance.

**VI. REVIEWED BY INCUMBENT OF POSITION:** This job description is a summary of job duties, responsibilities, and qualifications. These designations of duties are subject to change as needs dictate. I acknowledge that I have read and understand the job description for my position. I understand that I must contact my supervisor/manager immediately if I have any questions regarding the content of the job description.

\_\_\_\_\_  
Print Name/Signature of Employee

\_\_\_\_\_  
Date

**JOB DESCRIPTION REVIEWED WITH THE INCUMBENT:**

\_\_\_\_\_  
Signature of Supervisor  
(If PI is same as Supervisor, move to PI Certification below)

\_\_\_\_\_  
Date

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Note: This sheet is attached to the job description. This page will be maintained with your file copy of the official installation date of the job description.

**Principal Investigator Certification of Accuracy:** I certify that the description of job duties, responsibilities, and qualifications are accurate and I am responsible to inform the RCUH Human Resources Department of any changes in duties and/or qualifications.

\_\_\_\_\_  
Signature of Principal Investigator

\_\_\_\_\_  
Date

**CLASSIFICATION:**

Exempt

RCUH Pay Range: PR-E21

	<u>SLOT</u>		<u>POINTS</u>
<b>KNOW HOW</b>	DIII2		304
	<u>SLOT</u>		<u>POINTS</u>
<b>ACCOUNTABILITY</b>	C(3)S		100
	<u>SLOT</u>	<u>Percent</u>	<u>POINTS</u>
<b>PROBLEM SOLVING</b>	C3	25%	76

01/10/20: Previously known as "OANRP Support Operations Supervisor".

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**APPROVED BY:**

\_\_\_\_\_  
Director of Human Resources or Designee

\_\_\_\_\_  
Date

**ATTACHMENT 1**

Completed by: TVT, JW, JGL, JGL

Bulletin Board Posting: 01/24/20  
RCUH Website: 01/24/20  
Hire Net Hawai'i: 01/24/20  
Indeed: 01/27/20  
Real Jobs Hawai'i: 01/27/20

**REVISED POSTING: EXTENDED CLOSING DATE**

**OVPRI/OANRP ADMINISTRATIVE COORDINATOR – ID# 220026.** Office of the Vice President for Research and Innovation. Regular, Full-Time, RCUH Non-Civil Service position with the Office of the Vice President for Research and Innovation (OVPRI) performing project tasks under the applicable cooperative agreement for the U.S. Army Garrison (USAG), Directorate of Public Works (DPW), Environmental Office, Natural Resources Section, located on the island of Oahu. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws. **MONTHLY SALARY:** Salary commensurate with qualifications. **DUTIES:** The primary goal is to ensure that the military mission is accomplished and that training opportunities are realized to the fullest extent possible in a manner consistent with Federal, State, and Army environmental quality policies. Work must be done in accordance with applicable Army, Federal, and State regulations and laws, especially regarding endangered species, safety and health, and pesticides. Majority of tasks take place on Army lands. Works independently to direct and manage administrative support for the OVPRI/Oahu Army Natural Resources Program (OANRP). Responsible for all fiscal and human resource actions. Maintains budget spreadsheets and projects expenditures. Advises Program manager on budget category allocations and necessary adjustments. Oversees administrative process including travel requests and completions, purchase orders, reimbursements, service contracts, etc. Prepares bid requests, monitors process and submits all relevant contract compliance documentation. Prepares and/or monitors all purchase orders, receiving procedures, sole source, etc. Directs all personnel actions including; requesting recruitments, reviewing and submitting hiring documents, and overseeing the processing of all HR personnel actions. Oversees in/out-processing of employees. Manages staff training, database, and files. Manages helicopter contracting. Supervises program wide communication. Serves as synthesis editor for OANRP Annual Report. Serves as primary note-taker at all Implementation Team meetings with U.S. Fish and Wildlife Service. Requires riding in helicopters and driving off-road. **PRIMARY QUALIFICATIONS: EDUCATION/TRAINING:** Bachelor's Degree from an accredited four (4) year college or university. Coursework in Business, Administration, or related is preferred. **EXPERIENCE:** Three to five (3-5) years of experience with fiscal, accounting, personnel or procurement actions. Experience must include at least one (1) year of experience with contract management. Prior leadership experience. **ABIL/KNOW/SKILLS:** Strong knowledge of preparing fiscal documents, processing travel, and procurement actions in compliance with the Code of Federal Regulations (CFR) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Federal regulation, and state regulations. Knowledge of personnel administration principles. Proficient knowledge of common office practices including operation of standard office machines, personal computers and word processing/spreadsheets. Basic knowledge of Hazardous Material/Environmental compliance regulations. Knowledge of facilities and personnel logistics, helicopter safety and logistics. Ability to communicate clearly and effectively with supervisor, co-workers



and partners. Must be an excellent communicator, both orally and in writing with strong interpersonal skills. Must have excellent organization and project management skills. Ability to use computer programs, including but not limited to, Microsoft Word, Excel, Access, and PowerPoint. Skilled in professional quality report compilation, formatting, and editing. Must possess a valid driver's license (and if use of personal vehicle on the job is required, must also have valid personal driver's insurance equivalent to Hawai'i's No-Fault Driver's Insurance) and maintain throughout the duration of employment. Must be able to drive a 4-wheel drive vehicle. **Post Offer/Employment Conditions:** Must be able to pass a Department of Defense (DoD) security check for employment as an Army contractor. Applicants selected will be subject to a Government security investigation and must meet eligibility requirements for access to unclassified information. Must be able to complete helicopter safety courses within six (6) months from date of hire. Must possess Certification in First Aid/CPR (or be able to obtain the certificate following the training provided within three (3) months from date of hire) and maintain throughout duration of employment. **PHYSICAL/MEDICAL REQUIREMENTS:** Conducts work under office conditions. Must be able to lift up to 45 pounds unassisted. **POLICY AND/OR REGULATORY REQUIREMENTS:** As a condition of employment, employee will be subject to all applicable RCUH policies and procedures and, as applicable, subject to University of Hawai'i's and/or business entity's policies and procedures. Violation of RCUH's, UH's, or business entity's policies and/or procedures or applicable State or Federal laws and/or regulations may lead to disciplinary action (including, but not limited to possible termination of employment, personal fines, civil and/or criminal penalties, etc.). **SECONDARY QUALIFICATIONS:** Education and experience in programs managing rare and endangered species and ecosystems on Army lands in Hawai'i. Knowledge of Department of the Army natural resources programs in general and the policies and organizational contexts within which they are managed. Knowledge of Federal, State, and local environmental laws. Knowledge of administrative and fiscal procedures with OVPRI/RCUH. Skills in technical support to include network, computer, printer, and fax/scanner troubleshooting. Familiarity with biological database application and maintenance. **INQUIRIES: Jobriath Rohrer 295-2556 (Oahu).** **APPLICATION REQUIREMENTS:** Please go to [www.rcuh.com](http://www.rcuh.com) and click on "Job Postings." You must submit the following documents online to be considered for the position: 1) Cover Letter, 2) Resume, 3) Supervisory References, 4) Copy of Degree(s)/Transcript(s)/Certificate(s). All online applications must be submitted/received by the closing date (11:59 P.M. Hawai'i 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 [rcuh\\_employment@rcuh.com](mailto:rcuh_employment@rcuh.com). If you have questions on the application process and/or need assistance, please call (808)956-8344 or (808)956-0872. **CLOSING DATE: February 14, 2020.**

*RCUH's mission is to support and enhance research, development and training in Hawai'i, with a focus on the University of Hawai'i.*

Equal Opportunities Employer – Minorities/Women/Disability/Veteran.