

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 100256

Current Class Title: General Administrator

Department of: Accounting and General Services

Division of: State Foundation on Culture and the Arts

Branch of: Administration

Geographic Location: Honolulu, Hawaii

II. INTRODUCTION

The State Foundation on Culture and the Arts (SFCA) is Hawaii's official state arts agency. It is attached to the Department of Accounting and General Services (DAGS) for administrative purposes.

This position is responsible for carrying out the directives of the nine-member board and managing the administrative affairs of the agency.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Fiscal management of Agency 25%

Directs and coordinates the fiscal management of the SFCA including the maintenance of accounts; review and processing of expenditures; formulation, presentation, and execution of agency's budget; management of purchasing and property activities; and disbursement and allocation of funds [2].

Reviews and approves expenditures, encumbrances, deposits, and other financial transactions in accordance with state and federal procedures [3].

Reviews and approves applications, financial reports, and final reports for federal grant funds and other external fund sources [3].

B. Personnel Management 25%

Evaluates and recommends all agency personnel actions including changes to organization structure and staffing; reviews and evaluates staff performances; meets with union representatives to discuss and resolve personnel and employer/employee relations matters; provides opportunities encouraging staff training and professional development [1][3].

Supervises program managers and specific program specialists directly and provides technical review and direction [1][3].

Reviews and evaluates program plans, budgets, procedures, and guidelines developed by staff [1][3].

C. Program Management 25%

Develops, directs, and coordinates systematic procedures to ensure proper control and accountability of program activities [1][3].

Provides guidance and direction in program planning, implementation, monitoring, and evaluation [1][3].

D. Agency Management 25%

Reviews and evaluates staff studies and reports, and makes recommendations on agency goals, policies, rules, legislative proposals, procedures governing SFCA operations, etc [1][3].

Serves as liaison with state and national agencies, legislature, the general public, contractors, etc [3].

Prepares and coordinates the agendas for all SFCA board, committees, panels, public meetings and advisory group meetings; attends and participates in meetings affecting SFCA-related matters [3].

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform its functions; the work experience of people who have performed this job in the past and the work experience of people who currently perform similar jobs; and the nature of the work operations based on organizational structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work

The position reports to the Commission of the State Foundation on Culture and the Arts and also to the Comptroller of the Department of Accounting and General Services.

B. Nature of Available Guidelines Controlling the Work

The subject position receives guidance from statutes, administrative directives, and established rules, policies and procedures.

V. RECOMMENDED QUALIFICATIONS

A. Knowledges, Skills, and Abilities Required to Perform the Major Duties and Responsibilities

Knowledge of: State and federal laws, policies, rules and regulations governing the State Foundation on Culture and the Arts; public administration including planning and evaluation techniques; office practices and procedures; principles and practices of supervision; the arts, culture, history, and humanities generally, and as they pertain to Hawaii; and public relations.

Ability to: Work with the board to plan and organize activities to meet agency goals; develop sound recommendations based on findings and conclusions; direct and supervise staff; instill in staff a strong sense of teamwork; maintain effective liaison, cooperation, and adherence to program plans, policies, and procedures; make public presentations; communicate clearly and effectively, both orally and in writing; deal tactfully and skillfully with others; and represent the agency in an effective manner.

B. Education/Experience Required to Perform the Major Duties and Responsibilities

Recommended Education: Graduation from accredited college or university

Recommended Education: Two years of specialized experience in ethno-cultural and/or arts activities. Five years of supervisory experience. Two years of administrative experience. Substitutions are allowed for experience.