

**STATE OF HAWAII'
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title:	HTA Procurement Specialist
Position No.:	124328
Department:	Business, Economic Development, and Tourism
Division/Agency:	Hawai'i Tourism Authority
Branch:	Administrative
Section:	Finance
Unit:	N/A
Geographic Location:	O'ahu

II. INTRODUCTION

This position is located in the Hawai'i Tourism Authority (HTA), which is administratively attached to the Department of Business, Economic Development, and Tourism. The HTA was established by Act 156, Session Laws of Hawai'i, 1998 (Chapter 201B, HRS). As the lead state entity and advocate for the tourism industry, the HTA formulates and implements short- and long-range tourism policies and plans, coordinates all agencies and advises the private sector on tourism-related activities, conducts market development related research, establishes public informational programs, monitors complaints, and develops and implements the State's tourism marketing and promotional plan and efforts.

This position is responsible for the preparation, processing, and tracking of all contracts executed by the HTA and to ensure that these contracts are in conformity with all applicable laws, policies, and procedures. This position is also responsible for the procurement processes, especially in conducting competitive solicitations, and to ensure that these procurements are in conducting under government best practices and in conformity with all applicable laws, rules, policies, and procedures.

III. MAJOR DUTIES & RESPONSIBILITIES

A. Procurement 60%

1. Develops and implements Procurement Plan Worksheet (PPW) templates for solicitations and procurements. Reviews PPW submittals by HTA staff. Ensures that all justifications are identified and approved with regard to statutory authorization, adherence to government best practices, and alignment with the agency's plans and missions, prior to spending taxpayer money. [1,2]
2. Assists in the preparation, drafting, and issuing of the request documents including Requests for Proposals (RFP), Requests for Quotation (RFQ), Invitations for Bid (IFB), and Requests for Information (RFI). Supports the planning and enforcement of timelines; facilitates applicant orientations; coordinates responses to applicant questions; drafts and publishes addendums; initiates and coordinates the assembly and distribution of

specifications and relevant attachments for procurement. Drafts and publishes procurement-related notices. Ensures procurements comply with applicable laws, rules, regulations, and policies. [1,3]

3. Tracks, logs, and confirms applicant submissions; facilitates the organizing and orientation of evaluation committees; assists in the processing and scoring of offers; distributes submissions and assists in coordinating evaluation committee meetings. Collects and tabulates evaluator scoresheets and affidavits; drafts and coordinates the transmission of award notifications; coordinates debriefings to non-awardees. Adheres to evaluation processes as outlined and published in the procurement document. Drafts and coordinates responses to protests. [1,3]
4. Maintains appropriate procurement files and records, compiles operational data, and makes necessary reports. Establishes and maintains procurement files for each solicitation, which includes procurement and departmental approvals, applicant registers, scoresheets and affidavits, and any other pertinent documents. [1,2]

B. Contract Development

30%

1. Develops and implements Procurement Plan Worksheets (PPW) for contracts, memorandums of agreement, memorandums of understanding, contract supplementals, and similar contractual documents. Ensures that all contracts are derived from an organized and approved procurement process and that prerequisite documents and justifications are in place. Conducts market research and provides cost data. [1,2]
2. Drafts, reviews, revises, finalizes all contracts, memorandums of agreement, memorandums of understanding, contract supplementals, and other contractual documents, in coordination with contractors and HTA staff. Takes part in contract negotiations as necessary. Ensures contractual documents follow applicable laws, rules, regulations, and policies, and that they are consistent with government best practices. Revises templates as necessary. Reviews scope of services for appropriateness and conformity to HTA policy and consistency with any requirements revealed in the solicitation or procurement process. Reviews payment schedule and deliverables for compliance with HTA policy and with Department of Accounting and General Services (DAGS) requirements. Creates forms and gathers signatures as necessary for approval by intervening State agencies. [1,2]
3. Conducts research and seeks advice from the deputy attorney general on contracts as necessary. Provides information on special requirements and options to resolve problems. Seeks guidance and direction from the deputy attorney general on requested exceptions to the State's General Conditions. [1,3]

4. Transmits contract documents to the deputy attorney general for review and approval as to form and legality. [2]
5. Assists with the prioritization of processing contracts, letters of agreement, lease agreements, and other related legal documents. [1]
6. Prepares and submits necessary paperwork for the encumbering of funds for contracts, letters of agreement, lease agreements, and other similar documents through DAGS. [1,2]
7. Maintains appropriate contracts files and records, compiles operational data, and makes necessary reports. Establishes and maintains contract files for each contract, which includes procurement and departmental approvals, draft contracts, and any other pertinent documents. [1,2]

C. Other Duties 10%

Performs other related duties as assigned by the HTA Chief Administrative Officer, which may include but are not limited to:

1. Maintain all calendars and schedules and coordinate all meetings, including surveying attendee availability and sending out calendar invites, reserving appropriate meeting rooms and coordinating room setup, and arranging catering as directed. [1,2]
2. Draft, for editing, various other documents. [1,2]

Total 100%

Essential Functions

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

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 a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Pos. No.: 124326 Class Title: HTA Procurement Manager

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided.

The incumbent of this position works under the general direction of the supervisor and is expected to carry out work assignments with general supervision and without the need to obtain specific instructions. The incumbent is expected to exercise independent judgment when carrying out tasks.

2. Assistance Provided.

Supervision received is nominal, consultative, and limited. Under broad and extensive guidelines, the employee exercises wide discretion and judgment in carrying out the duties and responsibilities of the HTA. The employee takes care of all aspects of the work independently, but informs the supervisor, the HTA Chief Administrative Officer and the HTA President and Chief Executive Officer when unforeseen events or circumstances require significant changes, such as changing market trends, goals, objectives, or priorities.

3. Review of Work.

The employee has the authority to make commitments, limited only by the constitutional and statutory mandates provided under all applicable State, Federal, and County laws, rules, directives and State administrative policies and directives issued by the supervisor, the HTA Chief Administrative Officer and the HTA President and Chief Executive Officer, and policies and procedures of the HTA. Recommendations are usually accepted as final and the position is considered an expert for the assigned program. The supervisor, the HTA Chief Administrative Officer and the HTA President and Chief Executive Officer review only the issues that the employee deems exceptional.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guidelines Available.

Guidelines include a broad range of legal standards and requirements, statewide government executive and administrative policies, procedures, and objectives, including the HTA's enabling statutes under the Hawai'i Revised Statutes, Chapter 201B, and its implementing rules, policies, and procedures; and other applicable State, Federal, and County laws, rules, and directives.

2. Use of Guidelines.

Procedural guidelines may cover certain technical aspects of the work. The employee must know and apply such guidelines.

V. MINIMUM QUALIFICATIONS

Note: Any combination of education and/or experience will be allowed, subject to review and acceptance by the HTA Chief Administrative Officer or designated HTA staff.

A. Knowledge:

Familiarity with government ethics. Understanding of procurement and contracting practices – especially in a government context. Basic understanding of Hawai'i – its geography and history. Sensitivity to Hawaiian culture. Awareness of issues surrounding Hawai'i's natural resources, the tourism industry, sustainability.

B. Skills/Abilities:

Must be able to read, comprehend, and apply written and oral directions; communicate effectively with others orally and in writing; maintain effective and cordial working relationships with others; maintain a multi-task-oriented workload. Be able to work alone and in collaboration with others. Proficiency in computer programs including Microsoft Suite. Familiarity with cloud applications. Good electronic filing and organizational skills. Accurate math skills and understanding of basic math concepts.

C. Education:

Strong preference for graduation from a four (4)-year accredited college or university, preferably with a well-rounded curriculum that includes some business or public administration. No particular major required. Subject to review and approval, experience may be used as a substitute for education.

D. Experience:

Progressively responsible professional work experience of a minimum of five (5) years in any of the following areas: administrative, coordination, clerical, paralegal, government. HTA may allow any substitution for experience.

E. Required Licenses, Certificates, etc.:

Valid Hawai'i Driver's License

VI. DESIRABLE QUALIFICATIONS

Refer to Minimum Qualifications

VII. TOOLS, EQUIPMENT, AND MACHINES

Personal computer and peripheral equipment, software, calculator, telephone, scanner, copy machine, facsimile machine, and other related office machines, equipment, and tools.