

**STATE OF HAWAII'  
POSITION DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Class Title:	HTA Procurement Manager
Position Number:	121057
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawai'i Tourism Authority
Branch (Office):	Administration Office
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 managing the procurement functions and activities of the organization. This includes, but is not limited to, conducting market research, determining proper procurement methods, developing bid documents, leading procurement activities, and preparing, processing, and tracking all contracts executed by the HTA to ensure contracts are in compliance with all State, Federal, and County laws, policies, and procedures. This position may serve as the Procurement Officer for the HTA and may interact directly with the State Procurement Office (SPO) in matters related to procurement on behalf of the HTA. This position is responsible for the development and delivery of training programs and material related to procurement.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Procurement 40%**
1. Lead the HTA's efforts to address and meet the procurement needs of the organization while ensuring timeliness, compliance, and adherence to all applicable laws related to procurement. [1,3]
  2. Draft, review, and revise Request for Proposals (RFP) and Invitation for Bids (IFB). Ensures RFPs and IFBs are in compliance with applicable State, Federal, and County laws, rules, regulations, and policies and conform to HTA policy. [1,3]

3. Initiate and coordinate the printing and assembling of plans and specifications for RFPs and IFBs to ensure timely distribution during the bidding process. Conduct the publication of legal notices. [1,3]
- 4.. Provide information and responses to questions from all interested parties as related to RFPs and IFBs issued by the HTA. [1]
- 5.. Issue plans and specifications for the RFPs and IFBs; draft addenda as needed; receive bids, plans, and specifications from potential bidders; and maintain control of records related to any required deposits or refunds associated with the issuance of the RFPs and IFBs. [1,3]

**A. Contract Development and Management 30%**

1. Draft, review, and revise consultant and personal services contracts and letters of agreement. Ensure contracts and letters of agreement are in compliance with applicable State, Federal, and County laws, rules, regulations, and policies. Compare drafts with boilerplate documents and draft new boilerplates when required. Review scope of services for appropriateness and conformity to HTA policy.[1,2,3]
2. Provide technical expertise and knowledge to HTA staff about procurement, contracts, applicable laws, rules, regulations, and HTA policies and procedures. [1,2,3]
3. Serve as liaison with the Attorney General's office to resolve problems related to contracts processing. Prepares correspondence to the Department of the Attorney General and participates in coordinating meetings. [1,2,3]
4. Research unique contract situations and advise the HTA Vice President of Finance on special requirements and provides options to resolve problems. [1,3]

**B. Contract Processing 15%**

1. Transmit contract documents for legal review and approval. [1]
2. Assist with the prioritization of processing contracts, letters of agreement, lease agreements, and other related legal documents. [1]
3. Maintain appropriate contracts files and records, compile operational data, and make necessary reports. Establish and maintain contract files for each contract, which includes procurement and departmental approvals, draft contracts, and any other pertinent documents. [1]

**C. Quality Assurance and Training 10%**

1. Develop, review, and maintain the HTA's policies and procedures related to procurement and contracts. [1,3]

2. Ensure that the organization is following HTA's policies and procedures related to procurement and contracting processes are following HTA's policies and procedures. [1]
3. Develop and conduct regular training on procurement and contracting policies and procedures. [1]
4. Assists with the organization's quality assurance program. [1]

**D. Other Duties**

**5%**

Perform other related duties as assigned by the HTA Vice President of Finance, including special contracts' projects. [1,2]

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**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.:** 107912    **Class Title:** HTA Chief Administrative Ofcr

**B. Nature of Supervisory Control 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, and directives and State administrative policies and directives issued by the supervisor, the HTA Chief Administrative Officer and the HTA President and Chief Executive Officer. 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**

**A. Knowledge:**

Knowledge of procurement laws, policies, and procedures for the State of Hawai'i.

**B. Skills/Abilities:**

Ability to read, comprehend, and apply written directions; communicate effectively with others orally and in writing; maintain effective working relationships with others; and maintain a multi-task-oriented workload.

**C. Education:**

Graduation from an accredited college or university with a bachelor's degree in the areas of business, law, or similar areas of discipline. Excess work experience as described below under Experience or any other progressively responsible administrative, professional, or other analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with the course work previously cited may be substituted for the required education on a year-to-year basis.

**D. Experience:**

Three (3) years of specialized experience in government procurement, preparing and processing contracts, specifications, and related legal instruments or notices requiring the knowledge and application of pertinent State, Federal, and County laws, policies, and procedures.

**E. Required Licenses, Certificates, etc:**

Valid Hawaii Driver's License

**VI. DESIRABLE QUALIFICATIONS**

Refer to Minimum Qualifications.

**VII. TOOLS, EQUIPMENT & MACHINES**

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