

## **STATE OF HAWAII POSITION DESCRIPTION**

### **I. IDENTIFYING INFORMATION**

Class Title:	HTDC Aerospace Development Coordinator
Position Number:	125267
Department:	Business, Economic Development & Tourism
Division/Agency:	Hawaii Technology Development Corporation
Branch (Office):	N/A
Section:	N/A
Unit:	N/A
Geographic Location:	Honolulu

### **II. INTRODUCTION**

The Hawai'i Technology Development Corporation (HTDC) is an agency of the State of Hawai'i established in 1983 in accordance with Section 206M, HRS, and is attached to Department of Business, Economic Development & Tourism (DBEDT) for administrative purposes. As a lead State agency in high technology research, development, demonstration, and management of facilities, HTDC provides a broad array of technology industry programs and services to facilitate the growth and development of a commercial high technology industry in Hawai'i.

This position is responsible for developing and implementing a program to expand and support both new and existing aerospace-related activities statewide, with the objective of: (1) promoting Hawai'i-based aerospace-related economic development and/or research opportunities engaging local, national, and international businesses, governmental agencies, scientific organizations, and community groups; (2) conducting research to determine the feasibility of locating aerospace-related operations in the state; (3) identifying domestic and international markets for Hawai'i's aerospace-related products and services; (4) disseminating information on Hawai'i's aerospace-related activities to businesses, government agencies, scientific and technological institutions, and the community at large; (5) encouraging international investment in Hawai'i-based aerospace activities and industries; (6) promoting Hawai'i as a center for aerospace research, development and commercialization; and (7) fostering the development of aerospace-related jobs for Hawai'i residents.

### **III. MAJOR DUTIES & RESPONSIBILITIES**

- A.** Plans, implements, and evaluates aerospace-related programs developed and/or conducted through the HTDC. Creates and maintains Aerospace Strategic plan and ensures Programs are in line with the program objectives. **20%**
- B.** Coordinate with Hawai'i-based and overseas businesses, corporations, and research centers, federal and state agencies, educational institutions, and other government and private entities. Promote aerospace partnerships among government, academia, and industry to establish and maintain collaborative working relationships. **15%**
- C.** Identifies and promotes mechanisms for leveraging Hawai'i's scientific and technological capabilities and resources to procure federal and corporate grant support, **25%**

catalyze local business development, and attract new industries to help expand and diversify aerospace enterprise statewide.

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|---------------|--|-------------|
| <b>D.</b>     | Plans, organizes, implements, and evaluates conferences, workshops, seminars, and/or exhibitions related to aerospace, identifying appropriate participants and meeting sites, and coordinating all other activities pertaining to the orchestration of these events.  | <b>10%</b>  |
| <b>E.</b>     | Researches aerospace-related issues and prepares periodic briefings, position papers, speeches, reports, program evaluations, public relations materials, news releases, and other official documentation supporting the State's aerospace goals and activities, as well as written responses to Legislative and public inquiries. | <b>10%</b>  |
| <b>F.</b>     | Recommends, promotes, and implements education and workforce development programs that will enhance public awareness of the State's aerospace potential and enable residents to pursue employment in Hawai'i's aerospace industry. Connects federal aerospace opportunities with local service companies.                          | <b>5%</b>   |
| <b>G.</b>     | Monitors local, national, and international trends and demands in aerospace, providing periodic assessments of markets that afford research and business development opportunities for the State of Hawai'i.   | <b>5%</b>   |
| <b>H.</b>     | Assists in preparation and transmittal of technical documentation required to support programs. Directs and reviews work of subordinate staff in matters related to administrative and operation support. Represents and provides basic outreach and local coordination support for all HTDC programs, based on need.              | <b>5%</b>   |
| <b>I.</b>     | Performs other duties as required.   | <b>5%</b>   |
| <b>Total:</b> |  | <b>100%</b> |

## 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:**

Position No.: 101615

Class Title: HTDC Executive Director

**B. Nature of Supervisory Control Exercised Over the Work.**

**1. Instructions Provided.**

Instructions are limited to general guidance and direction to specific priorities, and the results expected. The employee is expected to work independently.

**2. Assistance Provided.**

Supervision received is nominal, consultative, and limited. The employee takes care of all aspects of the work independently but is expected to inform the supervisor when unforeseen events or circumstances require significant changes. The employee is expected to use initiative and sound judgment in carrying out assignments, meeting goals and objectives, solving problems, and maintaining an awareness of each program and agency requirements.

**3. Review of Work.**

The Executive Director reviews issues that are exceptional, such as when a proposed action will involve establishing a new precedent, policy, or direction, and when unforeseen events or circumstances may require significant changes.

**C. Nature of Available Guidelines Controlling the Work.**

**1. Policy and Procedural Guides Available.**

Guidelines include a broad range of legal standards and requirements, State and Federal government laws, rules, regulations, policies, procedures, and objectives.

**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:**

Aerospace programs and aerospace industries in Hawai'i, preferred; principles and practices of program planning and coordination; business development and management practices; public relations; public speaking; report writing; and functions, organization and governing laws and regulations pertaining to State government.

**B. Skills/Abilities:**

Implement promotional programs for aerospace development in Hawai'i; establish effective working relationships with and gain cooperation of representatives from local, national, and international organizations interested in aerospace in Hawai'i; coordinate the interests of local community groups in aerospace-related activities statewide; apply principles of business administration and economic research; exercise a high level of judgment and discretion in interpreting and applying laws, policies and procedures; collect and analyze data and make sound decisions on the basis of data collected; speak and write effectively. Develop metrics, benchmarks, plans, and recommendations for the State to achieve the goals set forth in program objectives.

**C. Education:**

Graduation from an accredited college or university with major study in the physical or life sciences or engineering.

**D. Specialized Experience:**

Four (4-1/2) years of progressively responsible professional or administrative work experience that involved the review and assessment of aerospace development activities as they relate to economic, social, or environmental concerns. Examples of qualifying work include but are not limited to keeping well-informed of current scientific research and technological developments, as well as disseminating such information to private industry and others for potential use in industrial and economic development.

Education may be substituted for experience on a year-for-year basis at the Executive Director's discretion.

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

N/A

**F. Substitutions Allowed:**

Education and/or experience may be allowed, subject to review and acceptance by the Executive Director and/or designee.

**VI. DESIRABLE QUALIFICATIONS**

Refer to Minimum Qualifications.

**VII. TOOLS, EQUIPMENT & MACHINES**

Proficiency with personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other related office tools, equipment, and machines.

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<sup>i</sup> Pursuant to Hawaii Revised Statutes Chapter 127A-8, all state and county officials, officers, and employees are considered "emergency workers" and shall perform functions as determined by their respective state or county department director during emergencies or disasters.