

POSITION DESCRIPTION
HAWAII TECHNOLOGY DEVELOPMENT CORPORATION
HAWAII CENTER FOR ADVANCED TRANSPORTATION TECHNOLOGIES (HCATT)
PROJECT MANAGER

INTRODUCTION

This position is assigned to the Hawaii Center for Advanced Transportation Technologies (HCATT), a program of the Hawaii Technology Development Corporation (HTDC). HTDC has the responsibility to facilitate the growth and development of technology industries in Hawaii. HTDC is administratively attached to the Department of Business, Economic Development and Tourism.

HCATT, formerly the Hawaii Electric Vehicle Demonstration Project, was established in 1993 to manage an electric vehicle demonstration program under the Defense Advanced Research Projects Agency. The program has been a 100% federally funded since inception with the U.S. Air Force and National Guard serving as principal funding agencies. The program focus has expanded from electric drive vehicles and charging technologies to the inclusion of hydrogen fuel cell vehicles, hydrogen production, storage and refueling infrastructure. HCATT has also branched into utility scale renewable energy projects such as the Pacific Energy Assurance and Renewables Laboratory microgrid on Joint Base Pearl Harbor Hickam.

The HCATT Project Manager is a management position and is responsible for coordinating the efforts of a consortium of organizations including, the Air Force Research Laboratory, National Guard Bureau, Hawaii Air National Guard, various State of Hawaii agencies, and private sector partners in accomplishing HCATT's program objectives. Further, the Project Manager is required to coordinate with the federal funding agencies and the military components. The position requires partnership with government agencies and organizations involved in technology research and development. Experience in developing and managing contracts is a key function of the position.

MAJOR DUTIES AND RESPONSIBILITIES

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| A. Monitor the performance of the HCATT consortium to ensure all activities are following HCATT proposals, objectives, goals, and vision. | 10% |
| B. Exercise cost management procedures to ensure funds provided by federal and state agencies are expended appropriately and achieve HCATT objectives. | 20% |
| C. Ensure all activities required related to federal and state agreements follow the applicable contractual and financial requirements. Generate contracts including preparing the scope of services, schedule, compensation, terms and conditions and any required legal review. Maintain currency on state and federal procurement guidance as well as necessary ancillary training required for Hawaii State employment. | 20% |
| D. Conduct meetings with the consortium members as needed to ensure work is being accomplished and coordination of efforts is achieved. Complete AFRL Quarterly Reports, conduct program reviews and audits as directed | 10% |

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| E. Evaluate and make recommendations to HCATT Manager on existing or new programs. Participate in proposal development for new funding such as grants, cooperative agreements, congressional appropriations, and other funding opportunities as determined. | 15% |
| F. Under the direction of the HCATT Manager and in coordination with HTDC CFO, assume budget and fiscal responsibility for designated HCATT projects/programs. Collaborate with HCATT staff on management and daily, internal operations and staffing decisions. | 10% |
| G. Coordinate programs with external organizations, including but not limited to the Department of Business, Economic Development and Tourism, industry, federal and state government agencies, local and national legislatures, and community-based groups. | 5% |
| H. Conduct and participate in public presentations/outreach including informational meetings, public hearings, legislative hearings, community meetings, and other events pertaining to HCATT. Make reports and presentations to the HTDC Board of Directors as required | 5% |
| I. Perform other duties as assigned. | 5% |

CONTROLS OVER THE POSITION

The HCATT Project Manager operates under the general direction and supervision of the HCATT Manager or the HTDC Executive Director in the absence of HCATT Manager. The incumbent is expected to exercise considerable independence and judgement in performing work, solving problems, and formulating recommendations.

QUALIFICATION AND REQUIREMENTS

Knowledge of hydrogen technologies, infrastructure and fuel cell powered vehicles, electric vehicle technology, renewable and alternative energy systems such as microgrids; understand military organizations and operations, federal procurement systems; industrial economics as it relates to the electrification of transportation (all areas) and renewable energy integration, economic challenges and evolution of the Hawaii and Pacific Region, and the shifting role of the State's and regional economies; the relationship between technological innovation and competitive advantage; theory and strategy of entrepreneurship; marketing and marketing communications; finance and capital formation principle; and project analysis.

Ability to articulate the above topics; evaluate consortium proposals and business plans; interact with a diverse spectrum of business, community, and government representatives; plan and organize assignments containing many problems for which data or precedents are not readily available; effectively supervise and direct the work of others; initiate and maintain effective relationships with others; formulate comprehensive programs and projects with other jurisdictions; perform internal budgetary, personnel, fiscal control, and other management functions.

Education/Experience. Graduation from a four-year accredited college or university with a degree in management, electrical or mechanical engineering or other degree which qualifies as suitable education for the position. MS/MBA degree is preferred, but not required; management information systems knowledge required through education or practical experience; experience in conducting program management activities with special consideration given for experience with federal contracting; business consulting (management, marketing, finance). Securing access to military installations (eligible for DBIDs or Common Access Card) is mandatory.