

**Manufacturing Extension Partnership (MEP)**  
**Program Assistant**  
**POSITION RE-DESCRIPTION**

**I. IDENTIFYING INFORMATION**

Position Number: 116617  
Current Class Title: MEP Program Assistant  
Recommended Class Title: HTDC- MEP Program Assistant  
Department: Business, Economic Development & Tourism (DBEDT)  
Division/Agency: Hawaii Technology Development Corporation (HTDC)  
Branch:  
Section:  
Unit:  
Geographic Location: Honolulu, Oahu

**II. INTRODUCTION**

The HTDC is an agency of the State of Hawaii established in 1984 in accordance with Section 206M, HRS, and is attached to DBEDT for administrative purposes. As a lead State agency in technology research, development, demonstration, and management of community 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 Hawaii.

HTDC's Manufacturing Extension Partnership (MEP) Program provides expertise and services tailored to Hawaii manufacturers and other small businesses with value-added products. MEP provides consulting services ranging from process improvements, worker training and business practices to marketing, finance and the application of information technologies. Affordable solutions are offered through a combination of direct assistance from MEP staff and assistance from outside consultants.

The MEP Program Assistant position is primarily responsible for providing administrative support to the Hawaii MEP program, including assistance with the reporting of the program's federal Minimally Acceptable Impact Measurements on a quarterly basis; submitting state and federal paperwork relating to payment, receipts and travel; and marketing the program.

**III. MAJOR DUTIES & RESPONSIBILITIES**

- A. Program Support to the HTDC-MEP Program 25%
1. Acts on behalf of the MEP operational designee or MEP Senior Project Manager in arranging project details, coordinating with MEP project managers, and checking work-in-progress to ensure timely action;

	2. Reviews incoming and outgoing communication, distributes action items to MEP operational designee and project managers; and	
	3. Prepares notices, instructions, and directives.	
B.	Documents Processing and Communications Handling	20%
	Reviews documents to ensure state and federal regulatory compliance, and drafting related documents and requests.	
C.	Federal and State Reporting	15%
	Assists with collecting progress data for federal reporting, compiling project and client information, entering performance data on National Institute of Standards and Technology (NIST) website, tracking and document matching requirements.	
D.	MEP Marketing and Promotion	15%
	1. Assists with the MEP program marketing and promotion; and	
	2. Assists with the coordination of MEP training workshops and other functions.	
E.	Clerical	20%
	1. Arranges travel, including approvals, and reservations for transportation and lodging;	
	2. Prepares purchase requests for signature, tracks invoices and payments; and	
	3. Provides general clerical support for the MEP program.	
F.	Other Duties	5%
	Performs other duties as assigned.	
		===== 100%

#### IV. CONTROLS EXERCISED OVER THE WORK

A.	Supervisor:	
	Position No.: 106613	Class Title: HTDC-MEP Senior Project Manager

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

**1. Instructions Provided**

The incumbent of this position receives general supervision from the HTDC-MEP Senior Project Manager. Instructions are limited to general guidance, direction, and results expected. The employee plans and carries out work activities independently.

**2. Assistance Provided**

Supervision received is nominal, consultative, and limited. Under broad and extensive guidelines, the position exercises wide discretion and judgment in carrying out the activities and functions of the MEP program. The employee takes care of all aspects of the work independently, but informs the supervisor when unforeseen events or circumstances require significant changes, such as changing priorities, policies, etc.

**3. Review of Work**

The supervisor only reviews issues that the employee indicates are exceptional, such as when a proposed action will involve establishing a new precedent, policy, or direction for MEP.

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

**1. Policy and Procedural Guides Available**

Guidelines include a broad range of legal standards and requirements, statewide government policies, procedures, and objectives. Also included are federal program laws, rules, regulations, policies, and procedures; other State laws, rules, regulations; and State Executive and DBEDT policies and procedures.

**2. Use of Guidelines**

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

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid State of Hawaii driver's license.

## **VI. RECOMMENDED QUALIFICATIONS**

### **A. Knowledge:**

General office management practices and procedures; governmental organization and administrative processes including legislative process; and economic development program planning development. Business English, spelling, grammar, and style.

### **B. Skills/Abilities:**

Communicate effectively orally and in writing. Initiate, plan, organize, and carry out a broad range of secretarial functions. Organize, assign, direct, and review the work of other clerical staff. Work effectively in a fast-paced office with ongoing deadlines and rush projects; and display discretion in matters of sensitivity and confidentiality. Proficient in personal or desktop computing including Internet, E-mail, Microsoft Word, Excel, and PowerPoint applications. Open to learning new software platforms independently.

### **C. Education:**

Graduation from high school and two years of secretarial training or college.

### **D. Experience:**

Five (5) or more years in a progressively responsible position providing professional executive secretarial support for a major program, preferably a statewide or federal program.

Education and experience may be substituted for each other on a year-for-year basis.

## **VII. TOOLS, EQUIPMENT, & MACHINES**

Personal computers and peripheral equipment/software, calculator, copying machine, fax machine, and other related office machines, equipment, and tools.