



HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

POSITION DESCRIPTION: OFFICE MANAGER

I. INTRODUCTION

Article XIV of the Hawaii State Constitution provides that public officers and employees must exhibit the highest standards of ethical conduct. To this end, Article XIV mandates that the legislature adopt a code of ethics applicable to all appointed and elected officers and employees of the State. The Hawaii State Ethics Commission ("Commission") administers and enforces this code of ethics as set forth in Hawaii Revised Statutes ("HRS") Chapter 84 ("State Ethics Code"). The Commission also administers and enforces the Lobbyists Law, HRS Chapter 97, which prescribes registration and reporting requirements for lobbyists and organizations that engage in lobbying activities at the state level.

The Commission employs an Executive Director and Associate Director, four staff attorneys, an investigator, a computer specialist, an office manager, and two secretaries. The Commission's employees are exempt from HRS Chapter 76 (Civil Service Law), and serve at the pleasure of the Commission pursuant to HRS § 84-35.

II. MAJOR DUTIES AND RESPONSIBILITIES

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency, pursuant to instructions from the Executive Director or his or her delegate. The Office Manager reports to the Executive Director (or to his or her delegate) and is responsible for providing office management services. This includes maintaining office services and efficiency (including fiscal matters), supervising clerical office staff, and maintaining office records.

Under the direction of the Executive Director, the Office Manager performs the following duties:

A. Personnel matters: Maintains personnel records for the office; processes the required forms for various personnel actions relating to hires, transfers, terminations, pay adjustments, benefits, etc.; prepares the semi-monthly payroll; maintains vacation and sick leave records and current balances of individual staff members; represents the Commission's office at meetings and training sessions regarding State personnel practices and otherwise keeps informed of the requirements of the State's personnel practices that are of relevance to the office; implements personnel policies and procedures adopted by the Office of the Auditor and/or the Commission;

- B. Fiscal Matters:** Maintains records of the appropriations and expenditures; maintains general ledger and subsidiary ledgers of the office's primary account by object codes, recording and computing fiscal accounting records from which to derive reports; prepares quarterly and annual status of accounts, and compiles information on total actual expenditures and estimated expenditure requirements for the office's annual budget submission; keeps informed of the requirements of the State's accounting system that are of relevance to the office, including those relating to expenditures for transportation, per diem, contracts, equipment and supplies, etc.; responds to requests for information and prepares books for annual audit by outside, independent auditor; prepares purchase orders and is responsible for summary warrant vouchers and other paperwork necessary for payments and accounting; reconciles and submits for payment all pCard charges incurred by the office; submits for payment all other expenses incurred by the Commission; receives cash and issues receipts for copies provided of public records; and receives and deposits into the State general fund all payments for administrative penalties assessed by the Commission.
- C. Furniture, Equipment, and Supply Management:** Procures furniture, equipment, and supplies for the office in compliance with the State Procurement Code and applicable administrative rules; processes required forms for purchasing; maintains inventory of all office furniture, equipment and supplies on a current basis; incorporates new furniture and equipment acquisitions into inventory file and disposes of obsolete and worn property; prepares quarterly updates and annual inventory reports to DAGS; oversees equipment rental and maintenance contracts.
- D. Petty Cash Fund:** Maintains petty cash fund in accordance with office policies; keeps current records of transactions and fund balances.
- E. Travel:** Makes travel arrangements for the executive director, associate director, staff attorneys, and commissioners, including hotel accommodations, airline reservations, car rentals or other transportation, etc., and processes subsistence and other travel allowance payments.
- F. Legal:** Files documents with the various courts; prepares legal documents; serves subpoenas issued by the Commission when so requested; maintains a litigation calendar.
- G. Supervises Office Clerical Staff:** Assigns and monitors clerical and secretarial functions as instructed by the Executive Director or his or her delegate; assists in recruiting and selecting office clerical staff; helps orient and train clerical employees; helps evaluate clerical staff performance as required.

H. General Secretarial: Types documents, technical and statistical reports, material for publication, and other material where knowledge of proper format and review of information for consistency are required; transcribes dictation; operates personal computers and is responsible for creating, maintaining and updating formats and files on the computer to perform secretarial tasks; is familiar with the use of standard office equipment; sets up, revises, and maintains filing systems; receives and screens calls and visitors; arranges appointments, conferences, and seminars; files and maintains office legal source materials, such as opinions, pleadings, disclosure forms, various lobbyists forms, legislation, listings, and circulars; secures office supplies and maintains inventory of equipment and supplies; orders and receives library materials; requests and processes disclosure forms; reads incoming correspondence and other material and routes correspondence and materials that require the executive director's attention, or is of special interest, to the executive director for his/her consideration; makes necessary arrangements for meetings, including time and space requirements and the notification of persons to attend; attends Commission meetings and hearings and takes minutes; prepares minutes of meetings and hearings for distribution; registers lobbyists; files documents with government agencies; maintains office calendar; works with public. Performs other secretarial duties as requested.

III. MINIMUM QUALIFICATION REQUIREMENTS

- A. Eligibility for Employment:** In accordance with HRS section 78-1(c), shall be a citizen, national, or permanent resident alien of the United States, or eligible under federal law for unrestricted employment in the United States, and shall become a resident of the State within thirty days after beginning employment as a condition of eligibility for continued employment.
- B. Training and Experience:** Graduation from high school or its equivalent; five years of full-time progressively responsible secretarial and office manager experience; any equivalent combination of experience, education, or training.
- C. Knowledge of the Following:** Grammar, business English, spelling, arithmetic, word usage, and sentence construction; proper formatting of documents, office practice and procedures; principles and practices of office organization and human resource management and supervision. Proficiency in Microsoft Office suite (including Microsoft Excel) required.
- D. Additional skills:** Excellent interpersonal skills; team building skills; analytical and problem-solving skills, including the ability to take initiative and solve new and complex problems quickly and with minimal supervision;

decision-making skills; effective verbal and listening skills; attention to detail and high level of accuracy; effective written communication skills; computer skills; ability to protect confidentiality of matters and records; ability to meet deadlines and work in a fast-paced office.

- E. Ability to Learn Basic Information Regarding:** Rules and regulations; the state ethics code; state lobbyists law; other provisions of the Hawaii Revised Statutes; government structure.

IV. RECOMMENDED QUALIFICATIONS

- A.** Proficiency in State budgeting protocols and programs (including FAMIS).
- B.** Knowledge of state government organization and interagency relationships.
- C.** Experience assisting with litigation and working with attorneys.
- D.** Familiarity with state ethics laws.

V. CONTROLS OVER THE POSITION

- A. Supervisor.** Pursuant to HRS section 84-35, serves at the pleasure of the Commission. Reports to the Commission's Executive Director. Subject to periodic performance evaluations by the Executive Director.
- B. Full-time employment.** Shall dedicate the necessary time and effort to perform all duties described herein on a full-time basis. Shall not engage in any part-time or other employment that conflicts, detracts, or prevents the performance of all required duties in a prompt and efficient manner.
- C. Standards of Conduct.** Shall comply with the standards of conduct for state employees and the Hawaii State Ethics Commission.
- D. Prohibition from political activity.** Pursuant to HRS section 84-35.5, shall not take an active part in political management or in political campaigns during the term of office or employment.

TO APPLY:

Please send a cover letter and résumé to ethics@hawaiiethics.org. Applications will be considered on a rolling basis.