



**STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS**

P. O. BOX 1879  
HONOLULU, HAWAII 96805

VACANCY ANNOUNCEMENT (VA~E #14-002)

TITLE & PAY RANGE: HHL GRANTS SPECIALIST, SR-NA (24)  
POSITION NO. & BARGAINING UNIT: 1002954, BU-13 Professional/Scientific  
POSITION STATUS: Temporary NTE 06/30/2015, Exempt, Non-Civil Service  
LOCATION: Planning Office, Kapolei, Oahu, Hawaii

SUMMARY DESCRIPTION OF POSITION:

This position is responsible for planning, organizing, developing and implementing activities to assist eligible groups and DHHL, in securing and managing grants for projects that will benefit native Hawaiians. This position implements operational procedures and standards and develops guidelines and other mechanisms to evaluate and report on the efficiency and effectiveness of program activities and projects; and develops working agreements with eligible groups in addition to monitoring projects to assure compliance with grant terms and conditions.

MINIMUM QUALIFICATION REQUIREMENTS are indicated on the reverse side.

**DEADLINE FOR FILING:**

Applications must be submitted to the DHHL Personnel Office by no later than  
**4:30 P.M., Friday, February 7, 2014.**

---

This vacancy will be filled by an exempt (non-civil service) at will, appointment.

/S/

---

Jobie M. K. Masagatani, Chairman  
Hawaiian Homes Commission

AN EQUAL OPPORTUNITY EMPLOYER

## HHL GRANTS SPECIALIST

### MINIMUM QUALIFICATION REQUIREMENTS:

#### Education:

Baccalaureate degree from an accredited university in planning or a related field.

#### Specialized Experience:

Five (5) years of progressively responsible professional experience in program development and implementation, of which, at least two (2) years involved:

- a) soliciting and managing grants,
- b) working with community organizations; and,
- c) working with a grants-making program.

#### Substitutions Allowed:

Nine (9) years of professional work Experience, five (5), of which, must be in:

- a) program development and implementation; and
- b) soliciting and managing grants while working with community organizations; and,
- c) involved working with a grants-making program

may be substituted for the combined Education and Specialized Experience requirements.