

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-026)

Opening Date: October 28, 2024

Closing Date: Continuous Until Filled

HHL Project Manager II

Land Development Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$6399.00/month, State benefits apply

DUTIES SUMMARY:

The position is responsible for performing a variety of technical administrative support activities in the areas of project management, document and information management, and budget and procurement management in accomplishing the goal of developing new communities on Hawaiian Home Lands in an efficient and expedient manner.

MINIMUM QUALIFICATION REQUIREMENTS:

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Specialized Experience, below, or any other responsible administrative, professional, or analytical work experience that provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve problems logically and systematically.

Experience Requirements:

Four and one-half (4.5) years of professional experience in planning, directing, managing, monitoring, and evaluating projects. Such experience must include determining project goals, scope, deliverables, timeline, costs, and resources; leading project teams; administering budgets and contracts; tracking project progress to ensure that milestones are met on time and within budget; documenting project progress; and identifying metrics for project evaluation.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that they have the ability to perform the duties of the position for which they are being considered.

To Be Eligible:

Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

To Apply:

Submit completed State of Hawaii Application for Non-Civil Service Appointment; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.