Position: Community and Administrative Services Specialist (Planner III)

Organization description: The City and County of Honolulu (“City”) Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City’s response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that O‘ahu’s economy can remain open. OER also directly assists O‘ahu residents and businesses to find assistance and execute CARES-funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities for the Community and Administrative Services Specialist:

- City Sponsorship Duties (45%)
  - Serves as a specialist in the Office of Economic Revitalization (OER) to manage City event sponsorships
  - Develops expertise in assigned subject matter area including internal and community event priorities, current and historical related projects, and information on effectiveness of past events and strategies
  - Represents the Mayor and OER in meetings with businesses and community organizations seeking to receive event sponsorship support from the City
  - Coordinates events as needed with the Mayor’s Office on Culture and Arts
  - Manages the timely processing of requests to City Departments, prioritizes response to inquiries, comprehends full scope and impact of sponsorship requests and maintains database of annual City event sponsorship activity.

- Administrative Support (50%)
  - Support OER Program managers in the execution of programs including data gathering, process improvements, outreach, and reports, as well as other duties as assigned
  - Support OER Grants Administrators to research, gather information, input data, conduct outreach, and create reports, as well as other duties as assigned
  - Suggests process improvements in administrative support and function of OER

- Other Related Activities (5%)
  - Perform other duties as may be assigned to ensure efficient and effective operations of the City OER.

Qualifications (Planner III):
Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university and a minimum of one year of professional work experience

(COMMUNITY ENGAGEMENT) experience in working collaboratively with government, business, and community on public events and projects
- Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments agencies
- Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations
- Computer, internet, web-based program management platforms and smart phone usage skills
- Good verbal and written and communication skills
- Strong attention to detail

Responsibilities (Planner III):

Under the general supervision of the Executive Director the position is assigned tasks related to the following for City event sponsorships as well as for projects that may be assigned to other staff:

- Prepare documentation for the processing of sponsorship requests;
- Maintain event database for annual events and historical support;
- Work collaboratively with staff of other city and state departments as well as community and business organizations to ensure preparation of reports, documents, plans, and policy documents as needed.
- Tasks related to administrative processes and staff support;

The Planner III, in cooperation with community organizations, businesses, and other interested entities and individuals, is responsible for the development of City programs designed to effectuate the purposes of the mission of the Office of Economic Revitalization, including, but not limited to:

(1) Evaluates current sponsorship events and administrative process against OER Strategic goals and assessments of need and makes recommendations for improvements.
(2) Acts as a public figure, representing the City in matters pertaining to City event sponsorship.
(3) Performs other related duties as assigned.

Physical requirement:
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Compensation:
Starting salary commensurate with experience.

Employment duration:
Contract to start as early as August 30, 2021.

To apply:
To apply, please send a 1 page cover letter, current resume, and at least three current references to oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for this position and explain why you are interested in working with the City and County of Honolulu in this role.

**Deadline to apply:**
Applications will be accepted until 5:00 p.m. on August 30, 2021 or until position is filled.