Position:
Administrative Specialist

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 COVID-19 relief 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:

1) Serves as an administrative specialist in the Office of Economic Revitalization (OER) to support office administrative needs, as allowed under COVID-19 relief funding. Conducts research and compiles data relating to a variety of different administrative and operational matters and assists higher level OER administrative staff with projects, as allowed under the use of COVID-19 Relief funding. (30%)

2) Develops background information, conducts research to gather relevant facts and data, analyzes information, prepares alternative solutions and courses of action, and presents recommendations verbally and in writing for OER Executive Director and higher level staff consideration. (25%)

3) Reviews and analyzes performance reports and cost data for OER projects. (15%)

4) Researches, interprets, and applies laws, rules, and regulations that impact OER operations. (10%)

5) Develops forms and processes designed to meet operational reporting and control requirements for OER. (10%)

6) Advises the Executive Director in decisions relating to City agency response to the COVID-19 pandemic by providing pertinent information or pointing out workable alternatives. (5%)

7) Performs other related duties as may be assigned. (5%)

Qualifications:

- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in administration and professional work experience in related activities.
  - 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
- 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

**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:**
Employment to start as early as April 2022.

**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 position is filled.