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Class Specification
for the Class:

EXECUTIVE SECRETARY, NATURAL AREA RESERVES SYSTEM COMMISSION
(EXECUTIVE SECRETARY, NARSC)

Duties Summary:

Plans and conducts studies for determining the suitability of nominated and other potential sites for inclusion into the State's Natural Area Reserves System; serves as Executive Secretary to the Natural Area Reserves System Commission by attending to its administrative matters; and performs other duties as required.

Distinguishing Characteristics:

The Natural Area Reserves System Commission is charged with the responsibility of recommending, to the Board of Land and Natural Resources, areas to be included in a statewide system of natural area reserves. Reserves are established to preserve in perpetuity relatively unmodified land and water areas with native flora and fauna as well as natural geological features. The natural area reserves are State-owned and are under the control and management of the Department of Land and Natural Resources.

The Commission is assigned the following responsibilities: 1) recommending criteria to be used in determining whether an area is suitable for inclusion in the Natural Area Reserves System; 2) conducting studies of areas for their possible inclusion in the Natural Area Reserves System; 3) recommending policies regarding required controls and permitted uses of areas which are part of the system; 4) developing ways and means of extending and strengthening presently established preserves, sanctuaries and refuges within the State; and 5) advising the Department of Land and Natural Resources and the Governor on any matter relating to the preservation of Hawaii's unique and representative natural resources.

The position in this class is responsible for providing all administrative and technical staff assistance to the Commission such as gathering and analyzing biological and geological information and data relative to the natural flora, fauna and geological features of proposed reserve areas; preparing reports of findings and making recommendations to the Commission based on the biological and geological features of the area and boundary considerations for each proposed reserve site; acting as liaison between the Commission and concerned individuals, groups or agencies; recommending courses of action and providing general administrative support. Work is performed under the general technical guidance of the Chairman of the Natural Area Reserves System Commission while the position is administratively under the supervision of the Chairman of the Board of Land and Natural Resources. Work may include supervision of a small staff of professional and clerical employees.

Examples of Duties:

Performs a variety of general administrative assistance functions in support of Commission activities; drafts proposals and reports, and coordinates activities related to the Commission's recommendation of sites for inclusion in the reserve system; recommends policy standards and criteria for the statewide Natural Area Reserves System; plans, participates in and oversees field studies, literature research and map preparation, and makes recommendations including suitability, acreage, and boundaries of proposal sites; prepares drafts of rules and regulations governing the restrictions and uses of areas in the reserve system; reviews requests for amendments and exceptions to use-regulations and amendments to boundaries and prepares recommendations for the Commission's consideration; coordinates and prepares for public hearings related to Commission's activities and participates as a resource person; develops guidelines and formulates public educational program uses of established sites in the reserve system; arranges and prepares agendas for, as well as monitors and reviews minutes of the Commission's meetings; receives correspondence and requests and drafts letters and responses pertaining to the Natural Area Reserves System and the Commission; prepares budgetary, fiscal, operational and annual reports; maintains files and records for the Commission; serves as liaison between the Commission and departmental personnel, other agencies, citizen groups, and individuals; supervises clerical staff and others as assigned.

Knowledge and Abilities Required:

Knowledge of: General administrative practices; principles, concepts, research methods and procedures used in the field of botany including survey and sampling techniques; general knowledge of and sources of information on the scientific aspects of the flora and fauna and geological features of Hawaii; office practices and procedures; fiscal recordkeeping; and technical and administrative report writing.

Ability to: Secure, analyze and interpret facts concerning Hawaii's natural ecosystems and evaluate and make sound recommendations therefrom; secure cooperation and maintain effective relationships with personnel from various government agencies, community groups and the general public; prepare clear and concise reports and correspondence; read, understand and interpret federal and State laws and other guidelines; and speak clearly and effectively before groups and individuals.

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