Exempt, temporary, non-civil service appointment. The primary purpose of this position is to advise and assist the Center Chief and professional staff on matters relating to fiscal and personnel management; manage building operations, develop safety programs; and supervise clerical personnel.

Minimum Qualifications

EDUCATION: Graduation from an accredited 4 year college or university with a bachelor's degree. Excess work experience of the types and quality described below, or any other progressively responsible professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in 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.

EXPERIENCE: One and one half (1 ½) years of progressively responsible experience in business administration, public administration, or other responsible experience which required a high degree of analytical skill, management analysis, budget analysis, program analysis, and which involved evaluating and improving elements such as managerial policies, systems, work methods and practices, personnel needs and utilization, and quality of services rendered, of an operating program.

Possession of a master's degree in public health administration, public administration or business administration from an accredited college or university may be substituted for one (1) year of the general experience.

LICENSE: Valid Hawaii Driver’s License Preferred.

Who May Apply

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

How to Apply

Submit completed State of Hawaii Application for Non-Civil Service Appointment, resume, (3) references, and salary requirements to:

Department of Health
East Hawaii Family Guidance Center
88 Kanoeluhua Ave., Ste. A204
Hilo, HI  96720
ATTN:  Rachelle Agrigado

Recruitment on a continuous basis until needs are met.

Other Information

For additional information, contact Rachelle Agrigado at (808) 933-0564.

This position is exempt from the civil service. Employment in such positions is considered to be "at will."