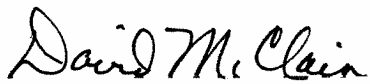


EXECUTIVE ADMINISTRATOR AND
SECRETARY OF THE BOARD OF REGENTS

This is supervisory executive staff work involving the planning, coordination, direction, and provision of secretarial and related administrative support services for the Board of Regents, the State Board for Vocational Education, and the Postsecondary Education Commission. The employee in this class is responsible for: preparing, approving, and distributing meeting agenda; scheduling committee, Board, and Commission meetings; referring policy matters to the appropriate committees for review and analysis; providing liaison between the University President's office and the Boards and Commission; the recording of minutes; and the proper indexing, storage, and retrieval of official records and documents. Work requires preparing legal notices for publication, serving as record officer under the state archives program, and serving as certifying officer for official university documents. Work includes responsibility for securing requisite information from university administrative staff at the request of committee, Board, and Commission members. Work entails considerable contact with senior level academic program and administrative staff, the public, the various media, and state and federal agencies requiring the use of initiative, sound judgment, extreme tact, and diplomacy. Work requires knowledge of administrative processes, laws, rules and regulations, and policies of, or applicable to, the University. Supervision is exercised over a small staff of professional and clerical personnel and is performed in accordance with state statutes covering public meetings and information. General administrative direction is received from the Chairman of the Board of Regents who reviews work performed on the basis or results obtained.

In accordance with the Board of Regents' action taken on March 15, 2002, this class is retitled to Executive Administrator and Secretary of the Board of Regents, effective March 18, 2002.



Interim President, University of Hawai'i

05/24/05

Date