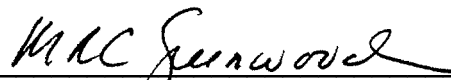


DIRECTOR OF CAMPUS SERVICES

This is a single-position class which is directly responsible for providing executive leadership in planning and policy development, human resources management, and the overall management of auxiliary enterprises (i.e., mail services, faculty housing and food services, parking and transportation, and the bookstore system), commercial enterprises (i.e., central stores, Kulanui products, Rainbowtique shops, and the Conference Center), and campus security and emergency management. The Director exercises independent judgment and authority in setting priorities and formulating strategies, goals and objectives to insure the timely delivery of the institution's infrastructure services, responding to the needs of the academic community for education-related goods and services, and providing support services.

Through effective vision, leadership and direction, the incumbent works with considerable discretion to determine the methods, means and human resources to carry out the mission and goals of campus services. Work involves directing subordinate managers in the preparation of long- and short-range operational plans and budget strategies; developing, implementing, and amending policies and procedures; ensuring that all revolving and special fund operations are self-supporting and self-sustaining; researching the feasibility of and implementing new retail business ventures; directing managers to ensure that program activities are in compliance with applicable State laws and regulations, University policies and procedures, and collective bargaining contracts; reviewing and evaluating the development of a computerized information system to control and monitor revenues, expenditures, investments, etc.; directing the development of policy proposals for Board of Regents approval in such areas as parking fees, faculty housing rental rates, etc.; developing and negotiating business plans for commercial enterprises; and administering long-range project developments such as a new parking structure for the Mānoa Campus, bookstore renovations and expansions, etc. Work is subject to review by the Vice Chancellor for Administration, Finance and Operations for the accomplishment of program objectives.

The establishment of the class, Director of Campus Services, is approved.



M.R.C. Greenwood
President

01/28/11

Date