

DIRECTOR OF LYON ARBORETUM

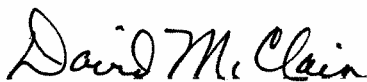
This is a single-position class which is directly responsible for the executive management of the Lyon Arboretum. Such management encompasses the administrative, financial, educational, research, personnel, physical plant, and community service functions of the Arboretum. The incumbent directs the work of the Lyon Arboretum with considerable discretion to determine the methods, means, and personnel to carry out the mission and goals of the Arboretum through effective vision, leadership, and direction to operate the Lyon Arboretum as a biological field research facility situated within the tropical rainforest. The Arboretum is supported by general funds and private donations and proceeds from retail activities. The Director is solely responsible for compliance with Federal and State statutes and regulations relative to endangered species, native Hawaiian species, and other economic and ornamental plants.

The Director is responsible for the allocation and management of a multi-million dollar annual budget, an accounting system including revenue-generating activities as well as the general fund accounting system, an on-site gift shop with sales of over \$10,000 annually, education programs serving 5,000 members of the community annually, a community membership program with over 700 members with substantial contributions to the Arboretum, an active public relations and marketing program, and a variety of exhibits.

The Director serves as the chief spokesperson for the Lyon Arboretum, represents the State and the University in dealing with other national and international arboretums and botanical gardens, and serves as the liaison and ex-officio member of the Board of Directors of the Friends of the Lyon Arboretum.

Work is subject to review by the Vice Chancellor for Research and Graduate Education, University of Hawai'i at Mānoa, for the accomplishment of program objectives. The Director exercises significant authority, wide latitude for individual initiative and independent judgment in the overall administrative and operational management of the Lyon Arboretum.

The establishment of the class, Director of Lyon Arboretum, is approved.



David McClain
President

05/04/06

Date