

**HAWAII COMMUNITY DEVELOPMENT AUTHORITY  
EXECUTIVE DIRECTOR**

Position Description

**I. IDENTIFYING INFORMATION**

Position Number: 100997  
Department: Business, Economic Development & Tourism (DBEDT)  
Division/Agency: Hawaii Community Development Authority (HCDA)  
Branch: N/A  
Section: N/A  
Unit: N/A  
Geographic Location: Downtown, Honolulu

**II. INTRODUCTION**

The Hawaii Community Development Authority (HCDA) has responsibilities for the planning, regulation, and development of underutilized areas of the State as designated by the Hawaii State Legislature. Currently, HCDA is responsible for the redevelopment of the Kakaako Community Development District in central Honolulu and the Kalaeloa Community Development District in Leeward Oahu. HCDA is administratively attached to the Department of Business, Economic Development and Tourism (DBEDT), State of Hawaii. [Reference: Chapter 206E, Hawaii Revised Statutes (HRS).]

The Authority, consisting of eighteen voting members, appoints the incumbent of this position, that serves as the Chief Executive Officer of the HCDA and is directly responsible to the Authority for the implementation of the Authority's policies, the administration of the activities, and for carrying out the Authority's instructions.

**III. MAJOR DUTIES & RESPONSIBILITIES**

- A. Under the general direction of the Authority, plans, organizes, staffs, coordinates and directs the daily operations of the HCDA. 30%
- B. Prepares recommendations for the Authority's deliberations and decisions on such matters as: consultant services; legislative and legal matters; community development district plans; community development district rules and regulations; improvement district programs relation programs; applications for the various community development district permits and variances; analyses and evaluation of proposed plans for private development projects; and the planning, design and construction of public facilities. 20%
- C. Prepares the Authority's capital improvement program and operating budgets. Also is responsible for overall fiscal controls and any revenue bond financing programs. 10%
- D. Represents the Authority in day-to-day dealings with consultants, developers, landowners tenants, community leaders and organization, legislators, government officials, and other parties. 10%

- E. Works directly with federal, state and county officials and staff for the purpose of establishing and maintaining effective working relations and achieving agency and plan objectives. 10%
- F. Oversees public information and education program utilizing the best media for dissemination of information, including but not limited to newsletters, news releases, personal contacts, reports, public appearances, and the HCDA's website. 10%
- G. Performs other functions as instructed by the Authority. 10%  
100%

**Supervises:**

**Position Nos.**

**Title:**

101017	HCDA Secretary to Executive Director
102039	HCDA Administrative Services Officer
102689	HCDA Director of Planning & Development - Kakaako
107939	HCDA Asset Manager
111511	HCDA Legislative & Community Relations Coordinator
117163	HCDA Director of Planning & Development – Kalaeloa

**IV. CONTROLS EXERCISED OVER THE WORK**

**A. Supervisor.**

This position serves at the pleasure of the Authority.

**B. Nature of Supervisory Control Exercised Over the Work.**

**1. Instructions Provided.**

On a continuing basis, the Authority establishes overall policy direction for execution and implementation by the Executive Director. The Authority also approves the expenditure of funds for specific purposes to carry out the agency's objectives.

**2. Assistance Provided.**

The Authority assists the Executive Director by approving the expenditure of funds needed to support the agency's activities.

**C. Nature of Available Guidelines Controlling the Work.**

**1. Policy and Procedural Guides Available.**

Hawaii Revised Statutes;  
Hawaii Administrative Rules and Administrative Policies; and  
Hawaii Community Development Authority Bylaws.

**2. Use of Guidelines.**

The guidelines are used as the framework for policies and decisions made by the Authority.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**

N/A

**VI. REQUIRED QUALIFICATIONS**

**A. Education:**

Graduation from an accredited university with a graduate degree in business administration, public administration, engineering, architecture, planning, law, or a management related discipline or its equivalent in experience and education.

**B. Experience**

Extensive experience in comprehensive land use planning and zoning, public administration, and legislative matters which involved at least ten years of progressive administrative, managerial and negotiation experience. Extensive experience with the development of specific construction projects and/or the enforcement of public planning and zoning ordinances, rules or regulations. Minimum of five years of managerial experience and demonstrated understanding of the principles and practices of management and supervision.

**C. Skills/Abilities:**

Effective written and oral communication skills and the ability to efficiently communicate with persons or agencies that would be affected by or interested in a community development district project.

**VII. RECOMMENDED QUALIFICATIONS**

Familiarity with the requirements of: Chapter 206E, HRS; the Kakaako Community Development District (KCDD) Mauka and Makai Area Plans and Rules; other rules established for the KCDD; the Kalaeloa Community Development District Master Plan; and the HCDA Bylaws.

**VIII. TOOLS, EQUIPMENT, & MACHINES**

Personal computer and peripheral equipment/software, and tools.