

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING & GENERAL SERVICES
CAMPAIGN SPENDING COMMISSION

EXECUTIVE DIRECTOR

Full-Time Exempt Position

Salary: \$110,000 annual (subject to furlough, estimated at 9-10%)

Summary of Duties: The Executive Director is a full-time chief staff director appointed by the Campaign Spending Commission to carry out the duties of the Commission as provided under section, 11-193, Hawaii Revised Statutes. The Executive Director heads an office that has five staff including the director. The Executive Director is responsible for managing the staff and carrying out the Commission's mission. This includes providing public access to all candidate committee and noncandidate committee contribution and expenditure reports on its website, providing training and guidebooks, enforcing the campaign finance laws and rules, and administering two public funding programs. The Executive Director provides recommendations for improving the campaign finance statutes as well as drafting rules for implementation. The individual may not participate in political activities and must not engage in other employment that presents an appearance of impropriety.

Minimum Qualifications: Bachelor's degree from an accredited college or university or equivalent degree or experience; experience in public or private administration or similar related experience; experience in supervisory capacity.

Desirable Experience: The Commission seeks an individual who has demonstrated great personal integrity and high character in their career experience and personal life. Individual involved in community and civic activities. Must demonstrate an ability to work with and interact with a wide variety of people. Knowledge of political campaigns, political and legislative process, investigative and white-collar crime issues, accounting practices and economic concepts and the judicial system is highly desirable. Individual must be able to communicate verbally and in writing and be adept in the use of information technology. Must be able to work independently, be a self-starter, organized, a manager and a leader.

Citizenship and Residence: Applicant must be a citizen, national or permanent resident alien of the United States or eligible under federal law for unrestricted employment in the United States. The Hawaii public employment law, Hawaii Revised Statutes (HRS) 78-1(c), requires that applicants shall become a resident of the State of Hawaii within 30 days after beginning employment and as a condition of eligibility for continued employment.

Information Packets Available: Campaign Spending Commission
Leiopapa A Kamehameha Building
235 South Beretania Street, Room 300
Honolulu, Hawaii 96813

or online at www.hawaii.gov/campaign

Applicant's Submission Must Include:

1. Curriculum vitae
2. Three letters of character reference
3. Letter of interest on why you believe that you can make a positive contribution to the Campaign Spending Commission [community of Hawaii]
4. Authorization Certificate for Release of Employment Information (available in Information Packet)

Submission Deadline: July 30, 2010 12:00 p.m.
Campaign Spending Commission Office

Inquiries or Additional Information: (808) 586-0285 Website - www.hawaii.gov/campaign