



Administrative Manager

Hawai'i Emergency Management Agency (HIEMA)
Department of Defense – Finance and Administration Office
Location: O'ahu

The Hawai'i Emergency Management Agency (HIEMA) is seeking an experienced Administrative Manager to lead and oversee administrative, fiscal, and operational support functions in support of statewide emergency management programs.

Position Summary

The Finance and Administration Office advises executive leadership on administrative operations including financial management, grants administration, procurement, contracts, and human resources.

This position directs and manages the activities of the Finance and Administration Office and is responsible for budget development and execution, expenditure tracking, personnel management, procurement oversight, grants management, compliance monitoring, financial reporting, and related administrative functions.

The Administrative Manager ensures that agency operations are conducted efficiently and in compliance with applicable State and Federal laws, policies, and regulations. This position may serve in a leadership capacity within the State Emergency Operations Center (SEOC) during emergencies and disasters.

Key Responsibilities

Administration, Management & Program Oversight

- Assist executive leadership in managing statewide emergency management programs
- Oversee preparation of administrative and fiscal reports and related documentation
- Review and evaluate organizational structure, staffing, and assignments to promote mission effectiveness and operational efficiency
- Develop, implement, and maintain administrative policies and procedures

- Manage personnel matters including recruitment coordination, contract preparation, and employee orientation
- Provide guidance to program staff regarding compliance requirements in contracts and agreements
- Analyze operational and financial data to identify administrative or programmatic issues and recommend corrective actions
- Coordinate with internal and external partners to resolve administrative matters
- Consult with legal counsel on matters requiring legal interpretation or review
- Serve in a finance and administrative leadership role during emergency activations, exercises, and disaster operations

Fiscal Management & Compliance

- Develop and manage operating and capital improvement program budgets
- Review and evaluate budget requests and prepare justifications and recommendations
- Prepare expenditure plans and monitor spending to ensure compliance with executive and legislative intent
- Oversee grant application processes and ensure compliance with applicable State and Federal requirements
- Review funding requests, contracts, and related documentation for regulatory compliance
- Monitor adherence to applicable labor, procurement, and financial regulations
- Coordinate and lead agency participation in monitoring reviews and audits
- Oversee accounting functions including fiscal data analysis, trend identification, financial reporting, and preparation of financial statements

Disaster Relief & Emergency Funding

- Assist in administering State and Federal disaster assistance programs
- Review disaster-related cost estimates and recommend funding allocations
- Oversee administration of disaster-related funds and preparation of required reports
- Research and interpret statutory authorities related to emergency and disaster relief

Supervisory Responsibilities

- Supervise assigned staff and review completed work products for accuracy, timeliness, and compliance
- Provide direction, guidance, and performance feedback to subordinate staff
- Approve leave requests and ensure adequate staff coverage
- Initiate and process personnel actions as required
- Conduct staff meetings to communicate updates, priorities, and operational changes

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Other Duties

- Perform related duties as assigned in support of Agency mission requirements
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Supervision

Supervisor: Administrator

Work is performed under general administrative direction. Assignments are broad in scope and require independent judgment. Work is reviewed for overall effectiveness, compliance, and achievement of program objectives.

Supervises: Administrative and fiscal support staff as assigned.

Required License

- Valid driver's license to operate a vehicle in the State of Hawai'i
 - Ability to obtain and maintain a security clearance
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Recommended Qualifications**Education**

- Graduation from an accredited four (4) year college or university with a bachelor's degree

Experience

- Four (4) years of progressively responsible professional experience in business administration, public administration, financial management, or a related field
- Experience should demonstrate responsibility for budgeting, financial oversight, procurement, contract administration, grants management, and program evaluation

Knowledge

- Principles and practices of administration, program planning, and organizational management
- Budget development and financial management practices
- Grants and contract administration
- Human resources administration
- Government organization and public sector operations
- General knowledge of emergency management programs and services

Skills & Abilities

- Ability to analyze organizational and program needs and develop effective solutions
- Ability to supervise and oversee multiple administrative functions
- Ability to prepare clear, concise reports and correspondence
- Ability to maintain effective working relationships with staff, partners, and stakeholders
- Ability to communicate effectively both orally and in writing
- Ability to interpret and apply applicable laws, regulations, and policies

Tools & Equipment

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- Computer systems and standard office equipment
- Standard office equipment

Working Conditions

- Work may occur in the State Emergency Operations Center (SEOC).
- The State Emergency Operations Center (EOC) may be activated during disasters or emergencies. During activation, the EOC operates on a 24-hour work schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.

Join the Hawai'i Emergency Management Agency and contribute to strengthening administrative excellence and fiscal accountability in support of statewide emergency management operations.

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4204 Diamond Head Rd., Honolulu, HI 96816 | (808) 733-4300 | READY.HAWAII.GOV