



Hawai'i Convention Center  
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**David Y. Ige**  
*Governor*

**Chris Tatum**  
*President and Chief Executive Officer*

## **PRESIDENT AND CHIEF EXECUTIVE OFFICER**

### **Position Description**

**Interested candidates should send their resume with cover letter and salary requirements to BISHOP & COMPANY at <https://jobs.bishopco.net/> by 4:30 p.m. HST on July 15, 2020**

#### **I. IDENTIFYING INFORMATION**

Position Number: 107900  
Department: Business, Economic Development and Tourism (DBEDT)  
Division: Hawai'i Tourism Authority  
Geographic Location: O'ahu

#### **II. INTRODUCTION**

This position as President and Chief Executive Officer (CEO) is offered by the Hawai'i Tourism Authority (HTA), which is administratively attached to the State Department of Business, Economic Development and Tourism (DBEDT). The HTA was established by Act 156, Session Laws of Hawai'i, 1998 (Chapter 201B, HRS) and delegated the general statutory responsibility for managing, marketing and supporting the tourism industry for the State of Hawai'i, and to also manage the marketing, operations, usage and maintenance of the Hawai'i Convention Center.

As the State of Hawai'i's lead entity and advocate for the tourism industry, HTA formulates and implements:

- Short and long-range tourism policies and plans;
- Advises the private sector and coordinates all agencies on tourism-related activities;
- Conducts market development-related research;
- Establishes public informational programs; and
- Monitors complaints.

HTA is responsible for the development, management and coordination of plans approved by HTA's Board of Directors to help ensure a sustainable tourism economy and achieve the state's vision for tourism to:

- Honor Hawai'i's people and heritage;
- Value and perpetuate Hawai'i's natural resources;
- Engender mutual respect among all stakeholders;
- Support a vital and sustainable economy; and, provide a unique, memorable and enriching visitor experience.

The President and CEO is responsible for implementing the policies and instructions of HTA's Board of Directors and administering the activities of HTA by planning, organizing, directing, coordinating and reporting its work.

**III. MAJOR DUTIES AND RESPONSIBILITIES**

95%

- A. Board of Directors: Schedule, develop agenda for and attend meetings of the Board of Directors, and provide the Board with information, comments and recommendations on a wide range of subjects of concern to HTA.
- B. State Government: Represent HTA in communication with the Governor and the Legislature.
- C. Contract Negotiations: Represent HTA in contracts and negotiations with entities, such as destination marketing businesses.
- D. Direct Studies: Direct staff and consultants in developing and/or studying proposals, including economic feasibility, financing requirements and arrangements, and the costs, benefits and risks inherent in the specific projects or project proposals.
- E. Procurement: Oversee and direct, as necessary, the preparation of requests for proposals, solicitations for bids, and other activities related to the acquisition of professional services. Evaluate responses and make recommendations to HTA's Board of Directors on accepting or rejecting such proposals and bids. Direct the drafting of requests for services, memoranda of understanding, and contract documents.
- F. Program and Resource Management: Supervise and participate in developing critical path analysis and establish work schedules and programming resources to carry out programs and projects approved by HTA's Board of Directors.
- G. Community and Industry Relations: Maintain close working relations with public and private organizations involved in efforts to attract, support and develop tourism for Hawai'i.
- H. Public Relations: Provide information to the public about HTA and speak before private and public groups to share information and obtain comments and suggestions.
- I. Program Evaluation: Participate in identifying problems, issues, objectives and criteria for evaluating the effectiveness of contracts and programs as approved by HTA. Provide policy recommendations on appropriate actions to revise programs.
- J. Administration: Administer HTA's business operations, including:
  - Direct the drafting and updating of HTA's bylaws, administrative rules and development rules;
  - Develop internal policies and procedures governing the staff's work;
  - Develop and implement approved budgets for HTA's operations and for its projects;
  - Provide for the development of expenditure plans, accounting and internal controls, and cash flow management;

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- Direct the development of office systems to handle and maintain HTA’s correspondence and records;
- Direct and participate in the preparation of periodic and special reports, including HTA’s annual report for the Governor and Legislature;
- Direct the preparation of public notices and advertisements;
- Maintain custody of HTA’s personal property and direct the preparation of periodic inventories;
- Coordinate fiscal business management matters with DBEDT’s Fiscal Office and with appropriate state agencies; and
- Initiate and direct other activities required in ensuring the proper operation of HTA.

- K. Personnel Management: Manage the personnel of HTA, including:
- Making recommendations to HTA’s Board of Directors on hiring staff and consultants;
  - Provide orientation and training to staff;
  - Maintain discipline;
  - Evaluate performance of subordinates;
  - Resolve grievances;
  - Approve leave requests; and
  - Coordinate appointments and other personnel actions.
- L. Travel: Requires travel to meetings, conferences and other forums as designated by HTA.
- M. Other Duties: Perform other job-related duties as required. 5%

Supervises	
Position No.	Title
107912	HTA Chief Administrative Officer
107923	HTA Director of Community Enrichment
107925	HTA Director of Hawaiian Cultural and Natural Resources
107927	HTA Vice President of Marketing and Product Development
107929	HTA Executive Assistant

**IV. CONTROLS OVER THE POSITION**

The President and CEO works under the administrative direction of HTA’s Board of Directors, acting through its chairperson and designated officers. This is a non-civil service, exempt, excluded position that is not eligible for benefits as provided by the HRS 88.

**V. REQUIRED LICENSES, CERTIFICATES, ETC.**  
 HAWAII STATE DRIVER’S LICENSE

**VI. RECOMMENDED QUALIFICATIONS – EDUCATION AND EXPERIENCE**

- A. Knowledge

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- Knowledge of the hospitality/travel industry and the unique channels of distribution for Hawai'i (travel retailers, wholesale tour operators, airlines, etc.);
- Asia/Pacific market experience, particularly Japan; and
- Understanding of the economic structure of Hawai'i.

B. Skills/Abilities

- Effective written and oral communications skills;
- Ability to communicate effectively with the general public, legislators, government employees and agencies, community members and organizations, tourism industry stakeholders, and partners in HTA's major areas for destination marketing.
- Ability to establish and maintain amicable working relationships with the staff, Board of Directors and general public.

C. Education

- Undergraduate degree from an accredited four-year college or university, or equivalent executive level experience.
- Experience as an administrator, including at least 15 years in fiscal and personnel management and organizational culture development in a leadership capacity.

**VII. TOOLS, EQUIPMENT & MACHINES**

Personal computer and peripheral equipment/software, and tools.