

KEN N. KITAMURA

Education

Masters in Public Administration
University of Hawaii at Manoa

Bachelor of Arts in Government
Chaminade University of Honolulu

Employment

1/14 to Present: Department of Human Services
Fiscal Management Office
Business Management Officer

Duties: My position directs, coordinates, and controls all internal management of expenditure controls, accounting/fiscal/payroll, contract services/procurement, and client money payments/overpay collection functions for DHS. In addition, the BMO provides advice and assistance in administrative matters to the Director, Deputy Director, Division/Office/Attached Agency Administrators, top-level Managers, and other staff.

2/18 to 1/19: Department of Budget and Finance
Deputy Director

Duties: Provided support to the Director of Finance in the furtherance of her objectives and goals. Provided leadership and guidance to existing administrative support staff within the department. Represented the Director on the state Deferred Compensation Board and also the Green Infrastructure Authority.

6/02 to 12/13: Department of Business, Economic Development & Tourism
Administrative Services Officer

Duties: My position directs, coordinates, and controls all internal management of expenditure controls, budget review/preparation, accounting/fiscal/payroll, contract services/procurement, electronic data/information systems management, organizational structure/functions, and human resources programs and functions for DBEDT. In addition, the ASO provides advice and assistance in administrative matters to the Director, Deputy Director, Division/Office/Attached Agency Administrators, top-level Managers, and other staff.

9/01 to 6/02: Department of Business, Economic Development & Tourism
Business Manager

Duties: Managed vendor accounts with zone warehouse users and office

tenants, directed and monitored all zone expenditures. Was directly responsible for creating and maintaining budget review and prep documents. Monitored or conducted all procurement for the program which included all repair and maintenance projects for the warehouse and tenant office spaces.

- 12/94 to 7/99: Office of the Lieutenant Governor, Honolulu.
Business Services Officer
- Duties: Working supervisor, providing services similar to an Administrative Services Officer.
- 1/94 to 8/94 Office of Councilperson Leigh Wai Doo.
Legislative Aide
- 1/93 To 1/94 Senate Ways and Means Committee
Senator Ann Kobayashi, Chair
Special Projects Manager
- 1/90 to 1/93 Senate Ways and Means Committee
Senator Mamoru Yamasaki, Chair
Budget Supervisor
- 10/88 to 1/90 Department of Business and Economic Development
Program Budget Analyst
- 1/87 to 8/88 Office of the Legislative Auditor
Associate Auditor
- 12/85 to 5/86 Senate President Office
Analyst