

Administrative Services Manager (0547U) - 63466
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234473>

Downloaded On: May. 17, 2024 3:33pm

Posted Apr. 11, 2024, set to expire Jun. 30, 2024

Job Title Administrative Services Manager (0547U) - 63466
Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 11, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Office of Environment, Health & Safety's (EH&S) mission is to provide guidance and services to the campus community that promote health, safety, and environmental stewardship.

EH&S is a highly dynamic, fast paced, committed organization focused on promoting workplace safety and environmental protection for the campus community. We are comprised of many scientific, technical, and administrative professionals, working in an evolving, learning, and sometimes challenging environment with a unified goal of supporting the University's mission of teaching, research and public service. EH&S strives to be an inclusive, service oriented, and operationally excellent organization and is seeking highly motivated individuals who want to learn, be creative, seek continuous competency development, and contribute to our mission.

The ASM manages a team of administrative professionals who provide direct support to EH&S colleagues, and works in partnership with senior management to achieve goals of the department.

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For more information, visit <http://ehs.berkeley.edu>

Position Summary

Reporting to the Executive Director, the Administrative Services Manager (ASM) serves as the EH&S Finance Director, and manages administrative functions within EH&S, including budgetary financial management, business operations, IT systems, facilities/equipment, fleet, MOUs, and supporting technical teams in communications, project management and training development. The ASM manages a team of administrative staff who provide direct support to EH&S colleagues, and works in partnership with senior management to achieve goals of the department.

Application Review Date

The First Review Date for this job is: 01/22/2024. This position is open until filled.

Responsibilities

Develop and implement administrative programs and processes in alignment with the department priorities and goals. Conducts analysis of each area's effectiveness, and develops corresponding programs/processes for area lead's implementation. Maintains knowledge of campus and systemwide policies, procedures and regulations, including making recommendations for changes based on interpretations and principles of professional practices.

Provides oversight and leadership in designated administrative operations, including:

- Financial & Budget Oversight
- Purchasing and Vendor Management
- Systems Infrastructure
- Office Management & Facilities Oversight
- Administrative Support for the department, department's technical teams, and programs.

As part of the EH&S Senior Management Team, may establish and recommend changes to policies that affect the organization.

Finance & Budget Oversight

- Serves as EH&S Finance Director for the department, directing analysts who provide direct

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budget updates to Director and Managers

- Directs analysts to provide required reports and updates to division
- Ensures analysts meet division and campus deadlines for budget proposals and other associated requests
- Develops and monitors operational and budget processes, staff FTE, and finance.
- Develops comprehensive financial and trend analysis, and recommends and allocates resources to specific programs and department activities.
- Identifies budgetary strategies, underutilized resources, and cost control methods.
- Develops and prepares budgets and financial reports for grants, general appropriations, endowments and other funds
- Directs recharge program through subordinate staff.
- Responsible for implementation and negotiation of financial partnerships and MOUs.
- Vendor management and purchasing oversight.
- Supports procurement of products and services, including contract management process.

Systems Infrastructure

- Manages systems and procedures to protect departmental assets.
- Oversees administration of information systems hardware, operating systems, and network management.

Office Management & Facilities Oversight

- Ensures staff fulfills requirements in relation to on-site administration, and campus practices and procedures in the areas of fleet management, access control, and telecom.
- Ensures department and campus inventory control programs, including overseeing biennial inventory for BETS (as Department Equipment Custodian).
- In support of Fleet program, drives university vehicles.
- Plans for physical plant rehabilitation and renovation.
- Recommends change to policies which affect the assigned unit(s).

Administrative Support for Technical Teams and Unit Priorities

- Prepares short- and long-range planning for administrative services operations and improvements to processes.
- Assigns resources and ensures direct and indirect support to technical teams.

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- Directs application programming priorities in consultation with senior management team, campus IT and UCOP priorities.
- Collaborates with senior management and subject matter experts to provide project management, communications, training, and other programmatic support to achieve department goals.

Staff Development

- Works on professional committees and assignments, participates in professional training and attends relevant conferences, and/or is mentored or coached on a formal or informal basis.

Other/Required Campus Training

- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary per role.

Emergency Support

- In a campus wide disaster, serve as a key member of the EH&S Emergency Support Function (ESF) or Emergency Operations Center (EOC). This is part of the campus Emergency Management-Hazardous Materials program, and EH&S is identified as one of the several essential service units that may be mobilized to support the campus EOC.

Required Qualifications

- Broad knowledge of and/or can quickly learn the organization's processes, protocols and procedures with a focus on budget, account and fund management.
- Demonstrated knowledge of financial analysis and reporting techniques, risk management planning, and/or accounting and payroll.
- Broad knowledge of information technology to manage IT staff.
- Excellent interpersonal skills to effectively lead, motivate and influence others and develop and maintain high standards of customer service.
- Skills to work collaboratively with other departments or organizational units, and non- campus clients.
- Demonstrated management and conflict resolution skills.

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- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven skills to quickly evaluate complex issues and identify preferred options for resolution.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Demonstrates a desire to promote diversity, equity, inclusion and belonging, to establish and maintain positive and effective working relationships throughout the organization and with outside constituencies.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Experience in management position.
- Familiarity with UC systems, including CalPlanning, CalAnswers, BFS, BearBuy, IS&T Telecom Service Catalog, UCPath, ServiceNow/ServiceHub, Facilities Services work order system, Berkeley Equipment Tracking System (BETS) and other campus services systems.

Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is

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\$130,000.00 - \$165,000.00 commensurate with experience.

How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- A valid driver's license and DMV check for driving record is required.

Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

Other Information

- This is not a visa opportunity.
- Hybrid arrangements will be available, pending staffing considerations (up to 40%)

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information

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about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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