

Departmental Manager/MSO (7378U) Job 69659 -
Department of City & Regional Planning (DCRP) - Colleg
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238849>

Downloaded On: Aug. 10, 2024 9:16am

Posted Jul. 31, 2024, set to expire Nov. 4, 2024

Job Title Departmental Manager/MSO (7378U) Job 69659 -
Department of City & Regional Planning (DCRP) - Colleg

Department
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 31, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources
Fiscal Services
Finance/Investment Management
Facilities/Maintenance/Transportation
Administrative Support/Services

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Job Description

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(DCRP) - Colleg**

About Berkeley

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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 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 Department of City and Regional Planning (DCRP) is an interdisciplinary department seeking to shape the evolution of neighborhoods, cities, and regions by training planners to envision, facilitate, and shape better futures. At DCRP, we nurture a willingness to confront tough challenges, utilize innovative planning and design techniques, engage in knowledge creation, and push research on cities and regions forward. At the graduate level, we offer a Master of City Planning (a two-year professional degree), with a variety of concentrations, and a Ph.D. in City and Regional Planning. At the undergraduate level we offer a BA in Urban Studies.

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As the highest-ranking non-academic officer, manage the full general operations of the academic Department of City and Regional Planning (DCRP) at the College of Environmental Design (CED). Serve as a member of the CED's Executive leadership team with the Dean, Chairs, and other departmental managers. Administrative services include activities in finance and human resources as well as IT, facilities, and student services. General management includes long and short-range strategic planning in determining the mission and directing all activities of the department through subordinate management staff. Leads and manages all operations in support of the teaching programs in the department and develops goals and plans for administrative, academic, instructional and outreach programs. Carries out short- and long-range management of fiscal resources, academic program management, academic personnel, career, and part-time staff. The MSO supervises all departmental staff and oversees all administrative and service activities for the entire unit.

Application Review Date

The First Review Date for this job is: June 12, 2024 - Open Until Filled

Responsibilities

35% Manages, plans, coordinates, and oversees the entire range and all aspects of administrative, academic, and business operations of the Department of City and Regional Planning within the College of Environmental Design. Administrative services include all of the following functions:

- student services
- academic program administration
- human resources (includes senate and non- senate academic, staff, and student personnel administration)
- payroll & benefits
- budgetary and financial management including management of departmental faculty funds and endowment funds
- revenue administration (including use fees)
- international travel/scholarship including visas, etc.
- IT
- facilities, including space management
- physical resources (including equipment inventories)

15% Carries out administrative operations including human resources and budgetary/financial management; may also carry out some of the following functions: IT, facilities, student services, recharge administration, PDST administration, endowment administration.

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15% Makes decisions on administrative or operational matters and ensures achievement of operation's objectives (operational and budget processes, academic and/or staff FTE, finance, resources, IT, and space planning) that have a department-wide impact. Performs strategic planning for all aspects of the department. Formulates policies and guidelines to carry out the department's mission for faculty and students. Develops, modifies, and executes campus policies that affect immediate operations.

15% As academic coordinator, plans and coordinates the department's academic program; determines the need for temporary academic support and recruits, selects, and hires temporary academic support (TAS) instructors, including lecturers and GSIs.

10% Serves as key administrative officer for unit's functional programs, oversees analysis and policy development for issues and processes, including budget, financial, and other administrative and business and academic functions.

10% Interacts with higher-level management to help resolve controversial situations, negotiate with customers and influence other departmental, college, or campus personnel. As a member of CEDs Executive Committee and the CED Chairs, and MSO leadership team, manages, evaluates, and makes recommendations for college-wide planning of financial management, development activities, academic programs, academic and staff personnel, facilities, and information and classroom technology.

Required Qualifications

- Advanced knowledge of university rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Advanced knowledge of a variety of administrative preferred operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Ability to use discretion and maintain confidentiality.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Advanced knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Bachelor's degree in related area and / or equivalent experience / training.

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Preferred Qualifications

- Advanced knowledge of common University-specific computer application programs.

Salary & 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 \$96,000 - \$127,000.

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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

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The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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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