

Operations Manager (4629U) Property Management,
71526
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244404>

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Posted Sep. 6, 2024, set to expire Jan. 3, 2025

Job Title	Operations Manager (4629U) Property Management, 71526
Department	Property Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services Facilities/Maintenance/Transportation Finance/Investment Management Human Resources Fiscal 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



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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

Property Management is responsible for post-purchase processes associated with many of the physical goods required by the campus, as well as providing related useful services. We provide: accurate and timely delivery of purchased goods; management and control of inventorial and non-inventorial equipment; sale and other appropriate disposition of surplus UC Berkeley campus property; acquisition, tracking, registration and licensing, and overall management of the University's fleet of vehicles; moving and special event support services; and administration of the campus secured rental storage space program.

Application Review Date

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The First Review Date for this job is: 9/18/2024

Responsibilities

Located in the Property Management Department within the Supply Chain Management sub-division of Administration, this position reports to the Director for Property Management and Library Bindery, providing operational oversight of the Central Distribution, Rental Storage Program and Moving and Event Services operations, including staff recruiting, hiring training, evaluations, and corrective actions while monitoring operational performance to ensure the operations perform within available funding. It also robustly supports the Supply Chain Management Budget Officer and has a dotted line reporting to the Vice Chancellor of Administration's Chief Budget Officer to create, analyze and track performance of Property Management and Library Bindery budgets. It further conducts ongoing detailed financial performance tracking of each unit within Property Management and the Library Bindery, providing the Director with real-time data analysis of finances and recommends corrective actions when needed to achieve department and division financial goals. Serves as the department lead in the extended absence of the Director.

Key Responsibilities:

Logistics Operations -

- Manages the day-to-day operations of Central Distribution including staff performance in timely receipt of incoming products; logging receipt into the tracking system; scheduling for delivery, delivery, obtaining delivery signature and entering delivery data into tracking system.
- Oversees Central Distribution position job descriptions, process development and updates, process maps, staff recruiting, training, development, performance, and any needed disciplinary action.
- Manages the day-to-day operations of the Rental Storage program including the staff member(s) receipt, storage and return of items to customer departments together with the monthly recharge for space rented.
- Oversees Rental Storage Program position job description, prudent updates, staff recruiting, training, development, performance and any needed disciplinary action.
- Oversees Rental Storage Staff performance in managing 96,000 cf of dedicated storage space.
- Supports the Moving and Event Services supervisor's day-to-day oversight of the operation and it performing within available funding, including the work of the in-house crew and outsourced moving vendors and their compliance with the established project parameters, compliance with wage parity and SB820 and Article 5 directions.
- Ensures timely payment of outsourced contracted vendor work.

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- Takes the lead in facilitating operational solutions to systems and equipment that interrupt Property Management services and performance.
- Acts as Key Controller for 3200-E Regatta and handles all access issues.
- Serves as the Property Management liaison for the space it occupies in the Regatta building, monitoring infrastructure operations, maintenance and repairs.
- Oversees fire and life safety maintenance and repair.
- Acts as primary contact with campus externally contracted Property Management Company to ensure communication surrounding building matters not handled by UCB.

Finance -

- Manages Property Management's \$5.8M annual budget, contributing to the income, expense and revenue generating strategies and tracking and analyzing financial performance, including recharge rate development in accordance with campus policies.
- Supports Library Bindery Management, tracking its performance within its +\$840K annual budget, contributing to the income, expense and revenue generating strategies and tracking and analyzing financial performance, including recharge rate and product pricing strategies in compliance with campus policies.
- Provides support to the Supply Chain Management (SCM) Budget Officer in formulating the organization's annual budget specific to financial performance of Property Management and the Library Bindery.
- Dotted line reporting to the AVC Chief Budget Officer ensuring division financial strategies are communicated to Property Management and the Library Bindery.
- Directly accountable for the financial performance of Moving and Event Services, Central Distribution, and Rental Storage Program ensuring that these operations perform within available funding/revenues.
- Participates in long and short-term financial planning, advising Director of the financial outlook and capacity.
- Identifies budgetary problems and recommends and/or implements corrective course(s) of action.
- Prepares annual budget documents and reports.
- Provides mid-year budget performance analysis to Director.
- Maintains control unit records as required by audit policy.
- Monitors and reports to Director the purchasing of equipment and supplies relative to their being within available department resources and according to policy.
- Ensures Property Management recharge rate self-certifications are appropriately and accurately created annually.
- Ensures all deposits originating from Property Management operations are effected electronically

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according to established policy.

- Ensures all Property Management operations related billing and recharge are executed on a timely basis and handles any customer billing questions.
- Provides financial support for all Surplus Operations (includes: revenue share journals, invoices for equipment purchases as needed, check processing, wire transfer information, etc.).

Relational Database Management -

- Serves as primary oversight for accuracy of Property Management and Library Bindery data system tracking and output.
- Works with campus and/or external vendor to ensure systems are performing as required.
- Must understand all units' data needs and how the database supports those needs, informing Director of any deficiencies.
- Works closely with SCM data officer in providing sustainable systems solutions for Property Management and Library Bindery.

Management -

- Participates in SCM Leadership Team meetings
- Attends AVC Managers extended meetings.
- Sets an example in completing all mandatory staff training.
- Sets an example in monthly Property Management team meetings.
- Conducts timely Achieve Together conversations with all direct reports.

Required Qualifications

- Extensive knowledge of large institution finance and budget processes.
- Extensive knowledge of campus financial related process, protocols, procedures, recharge rate development, account and fund management .
- Extensive knowledge of financial analysis and reporting techniques, human resources, risk management, accounting and payroll.
- Knowledge of State and Federal employee health and safety policies, laws and regulations.
- Exceptional skill in advanced data analytics, working with Microsoft Excel.
- Ability to present information in a clear and concise manner .
- Exceptional written and verbal communication skills.
- Advanced problem-solving skills.

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- Sound interpersonal skills and ability to maintain confidentiality and handle sensitive information with tact and diplomacy.
- Extensive experience with data entry & processing in relational database.
- Experienced in developing process maps.
- Advanced skills in employee supervision and development.
- Proven ability to exercise independent judgment in planning, organization and execution of assignments.

License:

- Valid California Driver's License.

Education Level:

- Bachelor's degree in a related area and/or equivalent experience/training.

Preferred Qualifications

- Working knowledge of University of California finance policies and procedures.

Salary & Benefits

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

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experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **\$129,600 - \$150,000.**

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.

Other Information

- Property Management Department is located off-campus at 3200 Regatta Blvd, Ste E Richmond, CA 94804.
- This is a hybrid position, with up to 50% remote work eligibility.

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](#) 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.



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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.

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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