

Administrative Officer, Maintenance & Trades (4263C)
74228
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248488>

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Posted Nov. 8, 2024, set to expire Mar. 7, 2025

Job Title	Administrative Officer, Maintenance & Trades (4263C) 74228
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5788338

Apply By Email

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

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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

Residential and Student Services Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides residential student housing, family housing, residential life programs, facilities services (maintenance/design, custodial, desk operations) self-operated dining services for undergraduate and graduate students and their families, as well as childcare services for students, faculty, and staff. RSSP also conducts a year-round conference business, operates seven campus restaurants, and manages several faculty apartments.

Application Review Date

The First Review Date for this job is November 20, 2024

Responsibilities

ADMINISTRATIVE & OPERATIONAL SUPPORT:

- Provide primary administrative support for Maintenance & Trades business units.
- Develops and maintains Maintenance & Trades (M&T) organizational standard operating procedures, administrative desk reference manual and operational calendar outlining specific

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activities for each facet of the complex M&T organization.

- Coordinates the revision of the annual preventive maintenance calendar and its implementation into the department maintenance management system. Maintains all documentation related to preventive maintenance management.
- Conducts periodic reviews of department processes and standard operating procedures to ensure compliance with federal and state legal requirements and internal policies. Maintains organization of compliance and regulatory documentation.
- Prepares and/or transcribes correspondence, spreadsheets, presentations, flyers, announcements, internal forms and documents and other written materials for department management team and program use and/or distribution. Proofread documents for accuracy and grammar, and ensure all outgoing documents and memoranda are in proper business formats.
- Functions as a resource on issues such as escalated customer service problems and vendor concerns. Uses discretion to resolve issues and establish smooth operations and processes throughout the department.
- Responsible for managing, updating and maintaining a comprehensive office filing system and tracking systems.
- Develops and implements a document (both electronic and hard copy) control system to keep sensitive business and personnel records and files "up-to-date" with the most relevant and current information (as required by policy or statute of limitations).
- Supports M&T staff in resolving IT issues, cell phone issues and technology procurement requests.
- Tracks vehicle usage, maintenance tracking, fuel purchase records, vehicle condition reports, and other major equipment and records.

ANALYSIS & PLANNING:

- Provides direct analytical support to the M&T Director as well as all levels of the department leadership to improve operational planning, administrative processes/policy development and budget with a focus on better utilization of departmental resources (time, people and money).
- Applies professional concepts to perform analysis of data and programs to moderately complex projects, policies and/or processes and functions, including performing analytical studies on a variety of policies and issues within the department.
- Using appropriate research methodology, gathers and assembles analytical and factual data on assigned programs and issues to evaluate current and proposed services. Recommends potential solutions and approaches.
- Using subject matter knowledge, collects and prepares information in the most effective presentation format that synthesizes generally complex data and issues into easy to interpret.



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DEPARTMENTAL ACCOUNTING/PURCHASING:

- In coordination with the M&T Director, develops and maintains departmental budgets and administers day-to-day financial transactions.
- Prepares, researches and processes all paperwork to establish vendors as needed.
- Tracks orders from initial purchase through receiving and payment of invoice, including service agreements, contracts, and standard low value orders. Follow-up on any problems related to orders, invoicing and/or reimbursements.
- Works closely with Finance Office staff to reconcile departmental transactions, ensure accuracy in charges and correctness in cost accounting.
- Investigates discrepancies and deviations from expected targets, and informs management of findings.
- Maintains transaction documents and prepares financial reports for department leadership review.
- Responsible for tracking and correcting M&T BluCard transactions that do not conform to UC Berkeley purchasing guidelines.
- Provides timely submission of all reimbursements and invoices.
- Provides support for M&T Bulk Purchasing activities including purchasing contracts for services and maintaining spreadsheets for major supply purchase.

CALENDAR & MEETINGS:

- Evaluates and prioritizes requests for the M&T Director's time in an effort to schedule and coordinate a dynamic calendar of activities.
- Coordinates all pre-meeting and post meeting activities such as: scheduling room locations, coordinating conference calls, arranging for catering, preparing background materials, preparing and distributing agenda, taking notes, following-up on action items and meeting minute distribution.
- Ensures that room and equipment are ready for presentations at meetings.
- Responsible for the above related to off-site meetings.

HUMAN RESOURCES:

- Provides guidance to supervisors and managers in developing job descriptions, facilitating benefits communications, and providing guidance on compensation programs, personnel policies and procedures.

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- Organizes, schedules and provides administrative support for confidential recruitments and professional search processes.
- Maintains and updates the M&T Organizational Charts on a quarterly basis unless otherwise specified.
- Responsible for most aspects of recruitment and hiring process, including but not limited to: job postings, interviews, hiring tickets, etc.
- Serves as the custodian of M&T active directory documents, including phone directory, birthday list, and email listserv.
- Distributes Human Resources and payroll documents/correspondence as directed in a timely and confidential manner.
- Supports Staff Development and Recognition programs such as: Spot Awards, Star Awards, and Service Awards

TRAVEL & ENTERTAINMENT:

- Prepares travel vouchers and expense requests following University/departmental travel and entertainment guidelines.
- Coordinates as well as book travel and lodging arrangements and prepare travel- related documents. Follows-up with traveler and payroll to ensure timely processing of travel and entertainment reimbursements

OTHER:

- Manages independent assignments (such as uniform expense tracking and handbook creation), special projects (such as coordinating training programs), and other relevant duties as assigned.
- Work periodically within all entities of the M&T business unit.

Required Qualifications

- Knowledge and experience gained in two or more progressive years of professional administrative, project, and fiscal experience in a professional office environment. (Preferably in a college and/or university setting).
- Advanced knowledge of PC based software (MS Office (Word, Excel, PowerPoint, and Visio.) Become proficient with Drive, bMail, and bCal, which are Google platform applications that are used on a daily basis. Must demonstrate ability to learn University systems. Demonstrated skill to create presentations and appropriate business documents using said software.

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- Knowledge of accounting and budget management in order to organize and present data, often in contrast/coordination with financial information using spreadsheets and other computer applications. Experience in organization budget preparation/accounting practices.
- Must know how to produce reports, organize and communicate information clearly and effectively.
- Must demonstrate knowledge of proper business formats and ability to prepare professional documents.
- Knowledge and experience coordinating, troubleshooting and responding to customer service requests.
- The detailed orientation, initiative and ability to organize and maintain records.
- Ability to organize data effectively, creating spreadsheets and related documents that clearly present the information being conveyed. Effective oral (in person and/or by telephone) and strong written communication skills.
- Must have acute attention to detail and demonstrated effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy essential.
- Demonstrated skill in scheduling meetings and coordinating multiple calendars with corporate time or similar software. Demonstrated record keeping and file management skills to organize, accurately document, and retrieve data in a variety of configurations (Hard Copy, Electronic, etc.).
- Demonstrated writing skill. Use of correct grammar, spelling, and punctuation to compose and edit documents effectively. Excellent proofreading skills to review personal work as well as work of others.
- Skill to evaluate, trouble-shoot inquiries and resolve concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
- Skill to establish priorities, follow plans and complete goals/objectives. Skill to contribute as a team player in a respectful and professional environment. Skill to appropriately address inappropriate or unprofessional behavior.
- Ability to exercise integrity and discretion in all matters and to protect confidential information as dictated by assignment or policy. Ability to demonstrate and encourage the values of collegiality, and respect among supervisors and peers. Ability to directly resolve problems through informal consultations and discussions at the lowest level possible.
- Ability to understand, interpret, and apply University rules, regulations, and policies. Ability to make independent decisions in solving issues while adhering to the University of California and Berkeley campus policies.
- Must be able to communicate clearly and effectively, both verbally and in writing, with staff, co-workers, campus staff in English (Bilingual a plus).
- Ability to initiate and maintain cooperative relationships with co-workers, managers and supervisors, clients, contractors and consultants, and members of the campus community. Must have the ability to build effective, constructive relationships with contacts throughout the campus

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community and with external service providers.

- Must be able to clearly assess fiscal issues and determine appropriate actions to resolve them for both the short term and over the long term as well as formulate and recommend administrative/procedural improvements to simplify and streamline processes.
- Bachelor's degree in related area and / or equivalent experience / training.

Salary & Benefits

This is a full time career position.

This position is eligible for the full range of 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 hourly range that the University reasonably expects to pay for this position is \$38.46 - \$40.23 (stepped rates).

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

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

Conviction History Background



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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.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

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.

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

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