

Department Manager/MSO (7378U) Job 74362 -  
Department of Landscape Architecture & Environmental  
Pla  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=248928>

Downloaded On: Nov. 19, 2024 6:25pm

Posted Nov. 15, 2024, set to expire Mar. 14, 2025

**Job Title** Department Manager/MSO (7378U) Job 74362 -  
Department of Landscape Architecture &  
Environmental Pla

**Department**  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Nov. 15, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff  
Director/Manager

**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 dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **Departmental Overview**

Berkeley's Department of Landscape Architecture & Environmental Planning (LAEP) was established in 1913 and is known for the design of compelling landscapes that promote ecological integrity and social equity. LAEP emphasize critical thinking about the ecological, social, cultural, and visual performance of landscape spaces and systems. LAEP's mission is to engage in research and teaching that will inspire and inform our profession through innovative design and planning. There are 10 senate faculty, plus lecturers and adjunct faculty. The student population is comprised of approximately 74 undergraduate and 68 masters professional and doctoral students. The department also houses Blake Garden, a 10.6 acre public garden which supports teaching and research in LAEP, in the town of Kensington. There are 3 administrative staff and 3 garden staff.

The Department Manager/MSO is responsible for managing the administrative services and general operations of the department of Landscape Architecture & Environmental Planning and Blake Garden within the College of Environmental Design. The incumbent establishes operational objectives and work plans, and delegates assignments to subordinate managers. The individual is responsible for managing, preparing, administering, and directing resources (resources include employee, financial and technological resources as well as physical space and student services in a highly demanding 24x7 environment). the DM/MSO reviews and approves recommendations for functional programs, monitors division and department adherence to approved budget, and is involved in developing, modifying and executing campus policies that affect immediate operation(s) and may also have campus-wide effect. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

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**Application Review Date**

The First Review Date for this job is: 11/27/24 or until position is filled

**Responsibilities**

35% Manages, plans, administers, coordinates and oversees the entire range and all aspects of administrative and business operations and of the department and Blake Garden within the College of Environmental Design. Administrative services include all of the following functions:

- budgetary and financial management
- purchasing and reimbursements
- student services
- donor/alumni relations
- physical resources (including equipment inventories)
- space management
- contracts and grants
- revenue administration
- payroll and benefits
- human resources (includes senate and non-senate academic, staff and student personnel
- administration)
- international travel/scholarship including visas, etc.

35% Maintains integrity of an organizational department through management, supervision and oversight of staff, including hiring, assigning duties and managing workflow, and reviewing work. Trains and directs staff, conducts performance evaluations and takes disciplinary actions.

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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% Performs strategic planning for all aspects of department. Formulates policies and guidelines to carry out the department's mission for faculty and students. Develops, modifies and executes campus policies which affect immediate operations.

10% Interacts with higher-level management on controversial situations, customer negotiations, or influencing and persuading other departmental, college or campus personnel. Interacts with higher-level management on matters concerning several functional areas, and/or customers. As a member of CEDs Executive Team of Deans, Chairs and MSOs, manages, evaluates, and makes recommendations for college-wide planning in the areas of financial management, development activities, academic programs, academic and staff personnel, facilities, and information and classroom technology.

**Required Qualifications**

- Excellent ability to establish metrics for department and employee goals.
- Excellent project management skills, including the capability of managing capital projects.
- Excellent ability to analyze, research, summarize and encapsulate data for a variety of audiences and higher levels of review.
- Excellent skills to work collaboratively, as well as work independently, and act persuasively in sensitive situations; skills in conflict management techniques. Ability to develop and maintain cooperative, effective working relationships with a diverse academic and administrative population.
- Thorough knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Working knowledge of applicable federal and state laws and campus policies relating to a variety of administrative and academic functions that position oversees.
- Excellent interpersonal skills to effectively supervise/manage, lead, motivate and influence others and develop and maintain high standards of customer service while engendering trust and good will and demonstrate personal and professional integrity.
- Excellent oral and written communication skills.
- Thorough knowledge of common campus-specific and other computer application programs. Ability to readily learn and adapt new technologies to operate specialized database programs, including data entry, exporting/importing, transmitting and adhoc reporting.
- Very strong ability to quickly evaluate complex issues and identify multiple options for

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resolution.

- Ability to exercise a high degree of independent judgment, initiative and political acumen while maintaining sensitivity to confidentiality.
- Ability to work under pressure with competing deadlines.
- Bachelor's degree in related area and / or equivalent experience / training.

### 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 - \$126,000.

### 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

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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\\_C](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_C)

### 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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