

**Facilities & IT Manager (7378U) - 75790**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=252217>

Downloaded On: Jan. 30, 2025 10:11pm

Posted Jan. 27, 2025, set to expire Jun. 30, 2025

**Job Title** Facilities & IT Manager (7378U) - 75790  
**Department** Berkeley Social Welfare  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 27, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager  
Professional Staff

**Academic Field(s)** Information Technology  
Facilities/Maintenance/Transportation

**Apply Online Here** <https://apptrkr.com/5956356>

**Apply By Email**

**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.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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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 Social Welfare is one of the nation's leading social work graduate programs. As part of the world's top ranked public university, the School of Social Welfare is producing new knowledge for the common good and training the next generation of social work thought leaders dedicated to serving society's most vulnerable members. Known for combining rigorous scholarship with outstanding education, the School of Social Welfare offers MSW and PhD programs as well as an undergraduate major. Since 1944, the School has prepared nearly 12,000 social work professionals for leadership positions in the public and nonprofit human service sectors. Berkeley Social Welfare graduates are dedicated to meeting the growing needs of marginalized, underserved and other vulnerable populations.

### **Position Summary**

The School of Social Welfare Facilities and IT Manager is responsible for overseeing and managing the risk for all facilities and IT operations of the School (information technology, building maintenance). While many functions regarding facilities and IT are centralized, the School of Social Welfare is still responsible for ensuring that the processes, communication, coordination, compliance, and service levels are bridged seamlessly for the faculty, students, and staff in the School. These coordination activities are in addition to the annual budgeting process and oversight for implementation for IT investments and budgeting, planning, and overseeing building renovations.

### **Application Review Date**

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The First Review Date for this job is: 02/07/2025.

## Responsibilities

### 25% Facilities

- Oversees ongoing maintenance and capital improvements to Haviland Hall.
- Acts as lead project manager for large capital improvements.
- Directs the design, renovation, and construction of building projects upon approval from the Dean and Assistant Dean for Administration and Finance. Capital Projects directs selection of design professionals and negotiates contracts.
- Develops short- and medium-term strategic plans for space use and office assignments for School Leadership. Develops and implements plans for office moves, minor upgrades to existing spaces, and build- out of new spaces including coordinating with internal Facilities Services trades and sourcing furniture or other equipment from external vendors.
- Responsible for overseeing building access and key control, including development and maintenance of internal systems and processes for documenting card key access and physical key checkout. Conducts regular access reviews.
- Acts as lead for organization emergency/disaster preparedness, and prepares building response plans and coordinates education and planning in this area for building occupants.
- May act as representative of department on campus building/emergency committees, and is responsible for departmental compliance with OSHA / EH&S regulations regarding state and organization policies and procedures. Works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety equipment.

### 25% IT

- Responsible for the annual School-wide budget for computer hardware and software, technology-related projects and staffing.
- Makes planning and budget recommendations that help ensure the necessary resources are in place to protect the unit's institutional information, including HIPAA-like, FERPA, and Protection Level 4 records, and IT resources.
- Plans and implements strategic upgrades for IT and A/V, including corresponding networking, in collaboration with leadership and end-users, for various spaces in the building, including offices, conference rooms, classrooms, and student lounges.
- Ensures that instructors, departmental staff, and campus colleagues using A/V equipment are trained on equipment functionality.

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Oversees:

- Data Security including ensuring compliance with policies and supporting researchers with ensuring their data is handled appropriately
- Departmental IT desktop and classroom A/V support, networked printer support, and hardware asset management, and leveraging campus IT solutions (ex. Sharepoint) and procuring and leveraging others as needed
- Technical project leadership including disaster preparedness, leveraging campus resources, adopting external solutions when needed, and planning for hardware and software upgrades
- Documentation and communication of respective policies, procedures, configuration, and how-to guides

25% Supervision

- Directs all operations related to IT and Facilities and directly supervises about 1.2 FTE.
- Recommends hiring of new employees, transfers, promotions, salary actions, terminations, and performance management.
- Writes job descriptions, conducts recruitment, onboards and trains employees, determines work assignments, manages workflow, provides opportunities for training and development.
- Selects, develops, and evaluates personnel to ensure the effective and efficient operation of the group.
- Conducts performance appraisals and takes disciplinary actions.
- Backfills gaps in coverage of direct reports as needed.
- May provide backup supervision for other roles during staffing vacancies.

15% Various Project Management and Administration

- Leads and directs a wide variety of projects and follows through with all levels of employees and individuals inside and outside the organization.
- Develops project plans and ensures timely execution for a variety of projects that other units on campus request of academic units and internal business process documentation and improvement projects.
- Provides backup support to Administrative Operations colleagues, including the front desk team and Dean's Immediate Office when necessary.

5% Keeps abreast of relevant changes in University and sponsoring agencies' policies. Represents the department on business affairs to the institution community and serves on committees.

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5% Other duties as assigned.

### Required Qualifications

- Advanced project management and process improvement and implementation skills, including the capability of managing capital projects.
- Excellent ability to analyze, research, summarize and encapsulate data for a variety of audiences in a variety of formats and for 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 applicable federal and state laws relating to a variety of administrative and academic functions that the position oversees.
- Thorough knowledge of and/or can quickly learn applicable system and campus policies relating to a variety of administrative and academic functions that the position oversees.
- Ability to interpret complex policies and develop procedures to ensure compliance.
- Thorough knowledge of and/or can quickly learn common campus-specific and other computer application programs.
- Ability to readily learn and adapt new technologies to operate specialized security and database programs, including data entry, exporting/importing, transmitting and ad hoc reporting.
- In depth ability to use multiple spreadsheet and database software tools to accurately gather information for specialized, complex analysis, program management, proposals and reports.
- Advanced skills in short- and long-term strategic planning, analysis, problem-solving and customer service.
- Ability to maintain confidentiality, objectivity, sensitivity, discretion, professionalism, and exercise good judgment, political acumen and tact.
- Demonstrated excellence in quickly evaluating complex problems and identifying multiple options for resolution, sound judgment and decision-making, critical thinking/analysis, risk management, negotiation, creative problem solving, and organizational skills.
- Ability to work independently and multi-task own work while under pressure with competing deadlines and overseeing and managing the work delegated to others.
- Ability to train and direct other staff members to administer program operations.
- 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.
- Ability to carry approximately 20 lbs, crawl around under desks and in tight spaces, and work in-person the majority of the week.

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

### **Salary & Benefits**

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

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=5956356&targetURL=](https://apptrkr.com/get_redirect.php?id=5956356&targetURL=)

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 annual salary range that the University reasonably expects to pay for this position is \$115,000.00 - \$130,000.00. The full pay scale range for this position classification is \$88,900.00 - \$163,900.00 (grade 23).

### **How to Apply**

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

### **Other Information**

- This is not a visa opportunity.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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## 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.

## Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[https://apptrkr.com/get\\_redirect.php?id=5956356&targetURL=](https://apptrkr.com/get_redirect.php?id=5956356&targetURL=)

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### 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 [https://apptrkr.com/get\\_redirect.php?id=5956356&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5956356&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

### 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 E-mail** 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](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)



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**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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