

Department Manager (0548U) - Civil & Environmental
Engineering
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255700>

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title	Department Manager (0548U) - Civil & Environmental Engineering
Department Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Educational Services
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Job Description

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Department Manager (0548U) - Civil & Environmental Engineering

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

The Department of Civil and Environmental Engineering (CEE) is a complex academic department within the College of Engineering. The Department is composed of 7 graduate programs: Structural Engineering, Mechanics and Materials; Construction Systems; Environmental Engineering; Transportation Engineering; Geosystems; Systems Engineering; and Energy, Civil Infrastructure and Climate.

In 2023, CEE was ranked first in the nation for both its undergraduate and graduate programs. The Department consists of 45 faculty, 400 graduate and 400 undergraduate students, and 21 staff plus numerous emeriti, lecturers, and visiting scholars.

The Department of Civil and Environmental Engineering is undergoing a unique renaissance period as the skills and research of its faculty and students are being called upon as never before to address a variety of critical societal problems, such as improving the civil infrastructure, protecting resources, mitigating natural hazards, and creating efficient and sustainable functioning of engineered and natural systems in California, the US, and the world. CEE constantly evolves to meet those challenges, and as it evolves it requires its staff to demonstrate exceptional initiative, resourcefulness, flexibility, and professionalism.

This position involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General

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management includes long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.

The Department Manager independently exercises authority to solve supervisory and program problems, and is responsible for long and short-range strategic planning that will best serve the mission of the department and the University, as well as directing all activities of a complex multi-disciplinary department through subordinate management staff.

Application Review Date

The First Review Date for this job is: April 18, 2025 - Open Until Filled

Responsibilities

35% Leader of CEE Operations

- Manages, plans, and directs the administrative and technical operations of CEE. Ensures that all operations in CEE support the teaching mission and goals of the department and the University. Responsible for salary determination for non-senate academic and staff positions. Approves all personnel actions and develops departmental practices for personnel recruitment and advancement. Manages employees in a diverse workforce composed of academic, technical, and administrative staff, who are supported by permanent budget, PDST, and recharge funds, in an environment of continually changing personnel programs and campus priorities for human resource management. Develops mechanisms for communication, collaboration, and planning between widely diverse units for efficient department operations. Develops plans for service levels that are consistent with departmental expectations, Develops and implements methods for monitoring and reporting on service levels.
- Executes campus policies that affect departmental operations. Formulates corresponding departmental policies and guidelines to carry out the teaching mission for faculty and students.
- Advises faculty and staff supervisors on campus and department policies, and labor contract issues, in consultation with the COE HR Director as needed.
- Provides high-level oversight for all academic personnel case processing for CEE, staff personnel processing, as well as all visitor appointments, student appointments, payroll processing, organizational, teaching, financial, and administrative support to the faculty.
- Provides organizational and business oversight to recharge services operating in the department. Currently these recharge services involve reimbursing the department for services rendered by several complex rechargeable functions: the Mechanics Shop, the Concrete Laboratory, the Electronics Shop, the Materials Testing Laboratory, and computer staff for faculty research

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projects administered through ERSO, external grants, other campus departments, and for service-to-industry contracts.

- Develops policies and procedures for managing departmental assigned space in Davis, McLaughlin and O'Brien Halls, as well as facilities at the Richmond Field Station, to support the department's ongoing operations and strategic plans. Takes the lead in developing policies for optimizing use of space, facilities, and equipment. Serves as liaison between the department and the College of Engineering on building issues in Davis Hall, McLaughlin Hall, and O'Brien Hall involving space management, facilities renovation and conversion, and health and safety issues.
- Oversees development and implementation of security and access for departmental assigned space. Provides oversight for expenditures from CEE funds for space usage and renovation.
- Oversees major renovation programs. Negotiates all MOUs for departmental space.
- Conceptualizes and guides information technology solutions for administrative operations and IT needs to support instructional programs. Work with computing unit to ensure that department website and databases are a strategic resource for communication with students, prospective students, alumni, and other constituencies, and also internally for departmental information, communication, and operational needs.
- Manages the graduate affairs and admissions for CEE's seven graduate programs, each with individual admissions requirements, recruitment efforts, fund allocations, and degree requirements. Manages undergraduate affairs and instructional services. Through the undergraduate student affairs officer oversee support for student organizations and/or competition teams. Through the Graduate and Undergraduate student affairs officers, direct all activities targeted at student recruitment. Strategize best practices for recruitment.
- Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices.
- Oversees political and communication strategies and goals for online and print informational vehicles. Coordinates implementation of development, alumni, and industry outreach activities to support department goals. Through the Communications Coordinator/Chair's assistant, manage the department's relations with the external advisory council. Manages the preparation for all academic program external reviews, ABET accreditation reviews, the Undergraduate Student Learning Initiative, and NRC Reviews.

35% Stewardship Director

- Oversees stewardship of campus resources (operational, financial, human, and physical) in a manner that serves the teaching mission of the department and protects organizational assets.
- Manages all budgetary and financial operations. Develops annual financial plans for a budget of

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approximately 15M.

- Prepares comprehensive financial and trend analyses.
- Identifies budgetary strategies, underutilized resources, and cost control methods.
- Makes final decisions on administrative or operational matters and ensures achievement of operation's objectives on staff FTE, finance and human resources.
- Recommends and allocates resources to specific programs.
- Develops proposals for budget augmentation and special projects.
- Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate practices.

20% Senior Management Advisor

- The Director provides high-level advice and scope on important department issues facing the Department Chair, the five Department Vice Chairs, the Executive Committee, Strategic Planning Committee, and the Admissions Chair. The Director also consults frequently with the Assistant Executive Dean at the College of Engineering, the College's Human Resources Director, other COE MSOs, as well as the directors of the organized research units of ITS and PEER. The Director attends the department Faculty Meetings, is a member of CEE's Executive Committee, is a member of CEE's Chair/Vice Chairs meetings, and attends the COE's Executive Committee meetings.

10% Campus Wide Service

- CEE's Director of Operations is called upon by the various offices of the Vice Chancellors to serve on campus-wide committees and reviews of upcoming campus initiatives and/or policies, e.g., the campus initiatives: the Staff Infrastructure Steering Committee (SISC) and the UC Academic Business Officers Group (ABOG), and the college-wide Engineering Managers Advisory Group (EMAG). The Director also serves as an outside impartial reviewer of staffing disputes and grievances in other units. Serves as the department's representative on sensitive campus-wide issues requiring a thorough knowledge of the department, its history, its strategic plans, and its public relations image.

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.
- Excellent ability to establish metrics for department and employee goals.

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- Excellent project management skills, including the capability of managing capital projects.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict management techniques.
- Thorough knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Excellent interpersonal skills to effectively lead, motivate and influence others and develop and maintain high standards of customer service.
- Thorough knowledge of common campus-specific and other computer application programs.
- Very strong ability to quickly evaluate complex issues and identify multiple options for resolution.
- Extensive professional management knowledge and experience.
- The ability to administer a highly complex organizational structure.

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 \$134,200 to \$198,800 yearly (\$11,183.33 to \$16,566.67 monthly). This is a 100% FTE career position eligible for full benefits. This position is FLSA Exempt and paid monthly.

How to Apply

To apply, please submit your resume, cover letter and Diversity Statement.

Diversity Statement

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Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

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 Disclosure

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:

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

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

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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

University of California, Berkeley

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