

Head of Administrative Services (4263C), Library  
Administration - 66953  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234008>

Downloaded On: May. 21, 2024 12:58am

Posted Apr. 3, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Head of Administrative Services (4263C), Library Administration - 66953
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Apr. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Human Resources Administrative Support/Services
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**Job Description**

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**Head of Administrative Services (4263C), Library Administration - 66953**

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.

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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](https://grow.berkeley.edu).

## Departmental Overview

The Bancroft Library is the primary special collections library at UC Berkeley, and one of the largest and most heavily used libraries of manuscripts, rare books, and unique materials in the United States. Bancroft supports major research and instructional activities and plays a leading role in the development of the university's research collections.

## Application Review Date

The First Review Date for this job is: Monday, April 15, 2024

## Responsibilities

- Coordinates and participates in a variety of human resources activities including recruitments, on/off boarding, training, completion of forms and documents related to human resources

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activities, tracking performance programs, and coordinating with the Library Human Resources Department.

- Manages security clearances and keycard access, coordinating with Library security and UCPD as needed, and manages emergency preparedness, including planning, phone trees, supplies, and protocols at on-campus and off-site facilities.
- Assists with financial activities and compliance reporting, including support for the Friends of the Bancroft Library (a 501(C)(3)), grant management, purchasing and vendor relations, travel arrangements, and reimbursements in coordination with Library Business Services.
- Coordinates communications (including publications) and outreach with Library Communications and Library Development Offices.
- Supports facilities management of on-campus and off-site (Richmond) space and capital projects in collaboration with Library Facility Management, Facilities Services, Capital Projects, and contract services.
- Manages confidential records, ensures compliance with records management policies, and assesses and recommends process improvements.
- Monitors mail, phones, and email accounts for administrative offices.
- Oversees calendars for the Director and Deputy Director, schedules meetings, participates in regular staff meetings and other meetings as requested, prepares and distributes meeting reminders and agendas, and takes minutes.
- Responds to inquiries from faculty, staff, students, and the public on behalf of the directors regarding operations, policies and procedures as requested and develops and revises operating procedures and policies.
- Briefs directors on deadlines and the status of pending issues and investigates issues and problems; drafts and prepares responses to urgent requests; responds to problems and concerns, escalating as needed.
- Prepares confidential reports for senior staff, makes high level contacts of a sensitive nature, internally and externally requiring discretion and diplomacy.
- Assists in planning, coordination, and support for Bancroft events, including meetings, exhibition openings, and off-site events.
- Supervises one to two administrative support students.

## Required Qualifications

- Ability to use sound judgment in responding to issues and concerns.
- Solid communication and interpersonal skills to communicate effectively with all levels of staff verbally and in writing.
- Solid organizational skills and ability to multi-task with demanding timeframes.

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- Working knowledge of common organization-specific and other computer application programs.
- Ability to use discretion and maintain confidentiality.

Education/Training:

- 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 \$36.91 (step 10) - \$46.20 (step 20).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

**How to Apply**

To apply, please submit your resume and cover letter.

**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

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received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **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>.

### **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/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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