

Department Manager (0547U), Chemical and  
Biomolecular Engineering - 71876  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244353>

Downloaded On: Sep. 26, 2024 11:45pm

Posted Sep. 5, 2024, set to expire Jan. 2, 2025

<b>Job Title</b>	Department Manager (0547U), Chemical and Biomolecular Engineering - 71876
<b>Department Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Human Resources Financial Planning/Budget Management Administration - Academic Unit
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**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.

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

### **Departmental Overview**

The Department of Chemical and Biomolecular Engineering (CBE) is an instructional and research Department in the College of Chemistry. CBE provides the opportunity for undergraduate and graduate students to obtain a thorough fundamental knowledge of all fields in chemical and biomolecular engineering.

In broad terms, research conducted in CBE can be divided into the following areas: catalysis and reaction engineering, electrochemical engineering, polymers and complex fluids, microsystems technology and microelectronics, molecular simulations and theory, interfacial engineering, biochemical and bioprocess engineering, biomedical engineering, and synthetic biology. The CBE also collaborates with the Lawrence Berkeley National Laboratory (LBNL).

The Department has 17 ladder ranked faculty, four regularly appointed non-Senate faculty, two full time

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Lecturers and four to six temporary lecturers each year. CBE is home to about 425 undergraduates and 135 Masters and Doctoral students. Approximately 100 graduate and undergraduate students are hired annually as GSI's and Readers in support of the teaching program. In addition, CBE is host to approximately 75 visiting postdoctoral fellows, visiting scholars and researchers. Teaching and research facilities are located in several buildings within the College of Chemistry's complex, and several faculty have appointments at Lawrence Berkeley National Laboratory as well. The Department's budget includes state and federal funds, discretionary funds, gifts and endowments, scholarship and fellowship funds.

### Position Summary

The Department Manager (DM) has overall administration responsibility for all operational, financial and staffing matters in a complex organization. This position is responsible for performing the highest level of administration and policy analysis on a broad range of issues. The DM is expected to fully analyze issues and problems, gather data and information, create, find and evaluate alternative solutions, and make full recommendations to the Chair. Manages, plans, administers and evaluates a full range of administrative operations for the Department of Chemical and Biomolecular Engineering (CBE) in the College of Chemistry. Operations are significantly complex in terms of budgetary funding, number of faculty, staff and students, and/or are broad in scope due to focus of operations (e.g., computer or wet lab space and equipment, fundraising, grant writing, etc.). The incumbent is required to address the growing needs of a resource constrained department, and is required to collaborate with the department chair, faculty, and College administration to develop innovative and strategic solutions. The teaching program continues to grow and the complexity of the department is further augmented by its professional master's degree program in Product Development, the self-supporting professional degree program in Bioprocess Engineering which is growing larger with each year and a new master's program in electrochemistry. The DM is responsible for overseeing these evolving programs.

### Application Review Date

The First Review Date for this job is: September 17, 2024

### Responsibilities

#### Financial Management

- The Department Manager is responsible for developing and implementing strategies that achieve the department's goals as efficiently as possible, balancing financial priorities and deciding resource allocations.

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- Develops and implements guidelines and procedures for fiscal management, and oversees the organization and preparation of the annual departmental budget.
- Manages the budgets for all state appropriations, faculty start-up and retention funds, instructional revenue, gifts, and opportunity funds.
- Establishes, executes, and administers budgets and monitors administrative and financial systems.
- Ensures adequate reserves, and performs oversight management for all departmental finances including research and teaching funds.
- Responsible for overseeing all grants and contracts administration for the Department to ensure faculty receive appropriate services related to grant proposals, awards, fiscal monitoring, payroll and reports and ensures that all proposals and expenditures are in compliance with all government and University grant regulations and policies.
- Develops, implements and monitors processes to evaluate and manage risk across all operational areas and to monitor and manage regulatory compliance in the Department.
- Collaborates with the Region HR partner to manage faculty and staff personnel issues for approximately 22 faculty, 13 emeriti, 10 Lecturers, approximately 75 Post Docs, 100 PhD students, 70 professional masters students, 12 direct report staff, and 3 indirect report staff.
- Resolves issues, when possible, prior to those issues rising to departmental or college levels.
- Understand campus salary structures, classifications and represented staff policies.
- Develops and plans staffing support, performs staff Achieve check-ins and performance evaluations and ensures that supervisors conduct annual evaluations.
- Holds overall responsibility for optimal performance of all staff.

#### Educational Programs Management

- Responsible for overseeing the planning and administration of the training programs and teaching provided by the Department.
- Assure consistent monitoring of risk areas to protect overall operational soundness of the program.
- The Department Manager oversees the administration of graduate student and postdoctoral appointments, including all financial, Graduate Division requirements, visa applications and renewals.
- Oversees the professional master's degree program in Product Development and the Self-Supporting master's program in Bioprocess Engineering.

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### Short- and Long-Term Planning

- Responsible for developing and initiating strategic planning process.
- This involves engaging Department leadership, identifying key issues, designing methods to resolve issues and follow-up.
- Collaborates with the department chair in developing and implementing the recruitment and retention plans of faculty and staff.

### Information Systems

- Ensures faculty and staff are provided information systems support by collaborating with the College's and Campus' Information technology teams on network and desktop support, hardware and software upgrades and departmental applications of on-line systems.
- Oversees the content development and updates to the College website for the department.

### Required Qualifications

- Broad knowledge of and/or can quickly learn the organization's processes, protocols and procedures with a focus on budget, account and fund management and/or personnel management under labor contract(s) and personnel policy.
- Broad knowledge of financial analysis and reporting techniques; human resources and risk management planning; and/or accounting and payroll.
- Strong verbal and written communication skills; ability to influence/persuade all levels of staff.
- Skills in organization and customer service to effectively manage multiple important priorities.
- Proven ability to organize department work functions in an efficient and effective manner.
- Broad knowledge of and/or can quickly learn common organization-specific and other computer application programs.
- Skills to work collaboratively with other locations.
- Proven skills to quickly evaluate complex issues and identify multiple options for resolution.
- Demonstrated management and conflict resolution skills to effectively lead and motivate others.
- Bachelor's degree in related area and/or equivalent experience/training.

### Salary & Benefits

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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 \$109,200.00 - \$158,500.00. This is an exempt, monthly-paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- 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.

### How to Apply

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

### Diversity Statement

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."

### Other Information

- This is not a visa opportunity.

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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.

### **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=5600211&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5600211&targetURL=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](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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