Director of Administration & Operations (0548U) Job
76727 - Department of Electrical Engineering and
Computer Sciences
University of California, Berkeley

Job Title	Director of Administration & Operations (0548U) Job 76727 - Department of Electrical Engineering and Computer Sciences
Department	Electrical Engineering and Computer Sciences
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 5, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Academic Unit
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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.

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

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 240 regular faculty members, 2,500+ graduate students and 4,000+ undergraduate students located in seven academic departments. Engineering is the second largest college on the Berkeley campus.

The Department of Electrical Engineering and Computer Sciences (EECS) in both the College of Engineering and the Division of Computing Data Science and Society (CDSS), is the largest department on the Berkeley campus consisting of over 130 faculty, adjunct, active emeriti and PIR appointments, 3,200+ undergraduates both in the College of Engineering and College of CDSS, 700+ graduate students, and 60+ staff members. EECS programs are consistently ranked in the top three by many measures, including U.S. News & World Report's national and global ranking. The annual operating budget, not including research expenditures for EECS is $45+ million.

The Department is actively engaged in teaching and research in the disciplines of Artificial Intelligence, Computational Biology, Databases, Graphics, Hardware / Architecture, Human-Computer Interaction, Operating Systems / Networking, Programming Systems / Software, Scientific Computing, Theory, Vision (in Computer Science) as well as Biosystems, Communication/Networking, Communications/Physical Layer, Control, Design, Modeling, and Analysis, Electromagnetics/Antennas, Integrated Circuits, Optics, Physical Electronics Devices, Physical Electronics/MEMS, Optoelectronics, Energy, Robotics, Signal Processing for Image & Video, Signal Processing for Speech & Audio (in Electrical Engineering). Computer Science operates research and instructional laboratories in Soda Hall and Sutardja Dai Hall, and Electrical Engineering operates like facilities in Cory Hall and Sutardja

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Dai Hall. EECS also has a significant technical staff support structure to provide support for research and instructional laboratories and fabrication facilities.

The Director of Operations/Administration reports to the Chair of the EECS Department and is the highest-ranking non-academic administrative staff member in the Department. The Director will be responsible as follows:

- Exercises a high degree of autonomy and is responsible for organizing work and communicating the objectives of this complex department in order to implement its overall teaching mission.
- Develops policies and strategies, builds coalitions within and outside of the department, and adapts positively to current and anticipated conditions in the department, in the University, and in the statewide UC system.
- Provides innovative administration, maximizing available resources in order to provide optimal service to all department constituents.
- Promotes diversity, teamwork, and respectful collaboration among all of EECS's constituents.
- Identifies, defines, plans, and implements the administrative activities required to accommodate and support changes in, or additions to, academic programs and administrative accountability.
- Provides analysis and makes recommendations to ensure that acceptable quality and levels of support services are provided for projects and programs to meet the department's mission and implement its strategic goals.
- Performs policy and data analysis based on research of the issues facing the department including complex financial and budgetary reports.
- Develops and offers recommendations to assist the Chairs. These recommendations are essential for creating and implementing short and long-range plans for EECS's academic, research, development, and outreach programs.
- Formulates, proposes, and implements policies as appropriate to meet department goals.

Application Review Date

The First Review Date for this job is: 3/17/25 - Open until filled

Responsibilities

40% Leadership for EECS Operations:

Manages, plans and administers administrative operations or general operations of EECS, a large interdisciplinary department within the College of Engineering. Ensures that all operations in EECS support the teaching mission and goals of the department and the University. Reporting directly to the

Chairs, the Director develops goals and implements plans for administrative, academic, and instructional programs. Independently directs all Department operations, exercises discretionary powers to solve managerial and program problems, and is responsible for long-range strategic planning, coordination, organization, staffing and oversight for the following areas:

- Policy Development and Implementation - Serves as key administrative officer for Department's functional programs and oversees analysis and policy development for issues and processes. Develops, modifies, and executes campus policies which affect immediate department operation(s). Formulates policies and guidelines to carry out the department's mission for faculty, students, and staff. Educates faculty and staff in campus policies and procedures as appropriate.
- Staff Human Resources Administration - Overall responsibility for Department staffing structure and personnel management, including the design of positions, training and development. Makes final decisions on administrative or operational matters and ensures achievement of operation's objectives on staff FTE, finance and human resources. Maintains integrity of an organizational department through management and oversight of staff. Advises faculty and staff supervisors on campus policy and procedures, labor contract, departmental policy and procedures in consultation with COE HR Director as needed. Oversees all staff HR actions including hiring, labor and employee relations matters, performance reviews, disciplinary actions, etc. Recommends and implements all salaries for career staff partnering with CoE HR Director.
- Business Services Management - Plans and coordinates the implementation of administrative policies, procedures, and standards necessary to ensure uniform, effective and appropriate business practices. Oversees the management of business services including accounting, purchasing, ASE hiring, payroll, recharge, and administrative and course support groups/units. Collaborates with the Engineering Research Support Organization (ERSO) to coordinate support of EECS research activities of Department faculty.
- Academic Student Employee (ASE) Program Administration - Provides general guidance and direction to the EECS ASE Program Manager in all matters related to ASE appointments (500+ ASEs hired per semester) as needed. Provides high-level advice on sensitive and complex ASE matters, including student conduct and grievance cases.
- Academic Personnel Administration - Manages through the Director of Academic Personnel Matters to provide high-level oversight in academic personnel matters. Partners with the Director of Academic Personnel Matters and the Chairs in overseeing faculty recruitment activities, start-up offers, faculty FTE plan proposals, faculty FTE data, and other special AP and faculty FTE related surveys and reports.
- EECS Chairs Immediate Office Administration - Manages through the EECS Chairs Office Manager to provide guidance and support to the three Chairs (EECS Department, EE Division, and CS Division) in all matters that require the Chairs' attention and decisions, including faculty committee memberships, faculty lunch meetings, faculty retreat, standard and ad hoc faculty

committee meetings, CDSS/CoE/campus leadership meetings and events, etc.

- External Relations and Communications - Manages through the Director of External Relations to provide the department leadership advice and support in the following areas: Development, alumni relations, and outreach activities in the Department (e.g., annual research symposium, external advisory board meetings, student recruitment activities, donor relations, etc.) Partners with the Director of External Relations to create and administer various programs and communications to increase awareness and impact of EECS department activities in the campus community and external academic, industrial and other institutional entities.
- Student Affairs/Academic Programs Administration - Manages through the Student Affairs Executive Director to provide student advising and program services in the following areas: EECS Graduate, EECS Undergraduate, CS Graduate, CDSS CS Undergraduate, Student Engagement, and Undergraduate Instruction. Partners closely with the Student Affairs Executive Director and campus units to find creative resolutions to complex, novel situations (e.g., issue around DSP, student conduct, student well-being, student funding, SVHS, grievances, etc.) as needed. Space and Facilities- Partners with the Director of Space Planning & Facilities to develop policies/plans to meet the department's space needs.

40% Budgetary Financial Management:

Overall responsibility for budgeting and managing approximately $45+ million in annual expenses for general operations including faculty/staff payroll, temporary academic support (TAS) budget, instruction/programs/special events, and student fellowships. Provides leadership and direction in managing department financial resources in partnership with the Senior Financial Services Manager.

Develops and reviews annual financial plans for a budget and institutes systems to monitor and project financial activity by evaluating the impact of current and long-range academic plans on financial resources Develops comprehensive financial and trend analysis and recommends and allocates resources to specific programs and department activities. Identifies budgetary strategies, underutilized resources, and cost control methods. Provides financial management oversight for the department's temporary academic support (TAS) budget. Proposes and implements annual TAS budget plans partnering with the department leadership, CoE, CDSS, and campus. Analyzes and reviews TAS spending trends for short-term and long-term planning purposes, Partners closely with EECS enrollment advisers on concurrent enrollment and other special program budget matters and analyze their impact on EECS courses and TAS budget. Oversees gift donations and revenue-generating programs (e.g. MEng Program, CoE GLOBE Program, Summer Sessions, concurrent enrollment activities, etc.) Recharge Administration- Oversees management of a complex recharge organization, consisting of institutional, departmental, and recharge-based funding, as well as external grants, state

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funds and donations. Partnering with Senior Financial Services Manager and the finance team provides oversight for expenditures for EECS funds for space usage and all major renovation programs.

15% Consultation and Executive Advising to Department Leadership and Senior Management:
Interacts with the leadership and higher-level management on controversial situations, customer negotiations, influencing and persuading others, and matters concerning several functional areas. May require influencing and persuading other managers in other departments, ORUs, institutes, colleges and/or schools at Berkeley. Works directly with Assistant Deans and Assistant Vice Chancellors on matters relating to policy development, resource acquisition and strategic planning. Provides consultation and management direction to maintain continuity and coordination among the faculty, faculty committees, and administrative units. Provides a wide variety of reports, both regular and ad-hoc, for the Chair, faculty, college, campus and University administrators for strategic planning purposes (e.g., Faculty FTE plans, FTE data surveys, APR reports, etc.). Provides high-level advice and scope on important department issues facing the Department Chair, the Department Vice Chairs, the Executive Committee, and senior managers. Participates in the department faculty meetings, EECS Executive Committee meetings, CDSS and EECS Chairs meetings, CoE's Deans/Chairs, and CoE's Executive Committee meetings.

5% Professional Development

Required Qualifications

- Excellent ability to establish metrics for department and employee goals.
- Thorough knowledge of financial analysis and reporting techniques; human resources and risk management planning; accounting and payroll.
- Very strong ability to quickly evaluate complex issues and identify multiple options for resolution.
- Ability to understand complex problems of management in a research and teaching environment, including knowledge of the principles, practices, and theories of management, particularly of academic institutions.
- Outstanding analytical skills to compile and report complex data on departmental activities which may differ from centrally stored data. Ability to identify and explain anomalies.
- Excellent interpersonal skills to effectively lead, motivate and influence others and develop and maintain high standards of customer service.
- Excellent project management skills, including the capability of managing capital projects.
- Thorough knowledge of common campus-specific and other computer application programs.
- Excellent skills to work collaboratively and act persuasively in sensitive situations; skills in conflict

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management techniques.
- 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 $134,200.00 to $240,000. Salary commensurate with experience?

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.

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

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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

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

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Contact

N/A

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