

University of California
Office of the President

JOB ANNOUNCEMENT

BUILDING SERVICES BUSINESS MANAGER
(MSO III)

JOB #: ____-03

\$__51,336__ - \$__71,832__ /year

Deadline for application: __February 9, 2006__



The Office of the President, corporate headquarters of the University of California is committed to diversity in its staff, faculty, and student body, and invites all qualified people to apply, including minorities and women, veterans, and individuals with disabilities.

**ABOUT (DEPT/UNIT
NAME)**

The Building Services Unit provides services for the operation and maintenance of UC Office of the President buildings. These services include facilities space planning, office layouts, workstation adjustments and reconfigurations, project management for tenant improvements, lease administration, management of service contracts, furniture procurement, moving coordination, security, emergency services, access card and key control, reception desks, storage, parking and public transit administration.

**MAJOR
RESPONSIBILITIES
AND DUTIES**

Reporting to the Associate Director - Building Services, responsible for overall management of Building Services Business Operations including financial analysis, planning, management, overview, and reporting; facilities and resource management; audit control and compliance; and monitoring/supervising the financial aspects of several programs including the lease administration function, parking operations, recharge programs, and Work Management Center operations. Serving as an organizational interface with management and analytical staff at UCOP, UC Campuses, and external organizations, the position will perform UCOP-wide financial planning for facilities and formulate facility and security policy. Responsibilities include supervising three employees.

Building Services Business and Operations Manager (30%)

- Manage daily administrative and fiscal operations of the Building Services Unit: establish appropriate internal controls for fiscal administration of the Unit's operations; provide leadership in the areas of business and financial management, Lease Administration, Parking Operations, Work Management Center Operations and Recharge Programs; evaluate, create, and implement office procedures, adhering to all University of California policies and procedures; ensure prudent financial management; identify issues and problems, providing recommendations for solution to the Associate Director.
- Actively participate in short- and long-range planning activities and policy development: assist Associate Director in organizational development efforts by recommending realignment of duties, supporting team building, and participating in strategic planning for all administrative and financial matters. Determine and implement plans to achieve the overall goals and objectives of the Building Services Unit and develop a management strategy that maximizes efficiency. Lead several projects of critical importance to the Unit.

UCOP Lease Manager (25%)

Manage 20-26 external leases:

- Establish active relationships with and serve as primary liaison to UCOP lease contacts at all locations including external lease landlords and internal (UC) lease contacts; serve as interface between lease contacts and Work Management Center and FACServices Staff.
- Develop new and improve existing programs, policies, and procedures ensure proper and consistent management of all properties and leases; hold periodic meetings, visit sites annually, and respond to service needs such as those related to facilities, safety and security, in a timely and professional manner.
- Implement and maintain web-based facilities management systems such as iVisitor, iSchedule, iRequest, and iCommute, expanding services to remote locations as appropriate.
- Develop injury and illness Prevention Program model for use at all sites by June 2006.

Budget Planning and Analysis (25%)

Manage all financial resources and financial accountability/controls for over 20 University accounts with multiple fund sources and account restrictions, totaling \$11.5 million in Building Services funds.

- Evaluate, integrate, and redesign all administrative systems for the Building Services Unit including Parking Operations, facilities lease accounts for offsite staff, Franklin Building accounting and mortgage issues, a complex recharge operation, and a heavy volume of financial transactions.
- Monitor and oversee the budget process, budget allocations, general accounting, accounts payable/receivable, account reconciliation, recharge/space income, financial reporting, preparation of augmentation requests, and budget variance planning. Complete and submit complex Bond Audit Template (annual summary/Statement of Operations for Franklin Building) annually. Propose creative solutions to complex debt and financial issues.
- Prepare detailed analyses and reports on budgetary and other activities representing short- and long-term scenarios. Formulate and implement recommendations concerning funding strategies and resource allocation involving multiple accounts and fund sources with varying time frames, rules and regulations.
- Oversee all purchasing and lease operations as Reviewer for Unit. Oversee reconciliation of the General Ledgers. Initiate transfer of funds and financial journals; review all non-payroll expense transfer transactions posted to the on-line Accounts Payable system (PAC) and Express system.

Work Management Center Oversight, Direction and Supervisor (20%)

Direct Work Management Center Staff to meet functional and organizational needs:

- Coordinate workflow for the Work Management Center and respond to problems that arise.
- Supervise staff including training, guidance, and direction on policies, procedures,

REQUIRED QUALIFICATIONS

and practices; recruitment, work delegation, performance evaluation, and recommendations regarding merit increases and disciplinary action as appropriate.

- Develop and implement new procedures, practices, and processes to meet operational and service needs.
- Facilitate communication between all parties involved in business operations and projects.

- Graduation from college with a major in business administration or allied field and six years business management experience in a building/facilities services setting at UC or a comparable environment; or an equivalent combination of education and experience.
- Thorough knowledge and experience in overall principles and practices of business/financial management, analysis, and planning:
 - Analytical and problem-solving skills to research and assess business operations and financial data, identify problems, generate alternatives, determine appropriate action, and oversee change implementation in resolving issues and improving systems and processes.
 - Quantitative skills and experience performing a range of financial functions for multiple budgets with various fund sources and account restrictions, including: establishing and maintaining financial controls to ensure audit compliance; fiscal/budget analysis, management, and reporting; accounting (including fund accounting); short- and long-range fiscal/budget planning; and managing a recharge and/or auxiliary operation
 - Administrative management skills as demonstrated by successful experience directly supervising two or more staff including workflow control and determination of optimal staff configurations; authority (within prescribed limits) to recruit, train, evaluate, and discipline; and responsibility for developing and implementing new procedures, practices, and processes to meet operational and service needs while staying within budget.
 - Thorough knowledge of and experience in lease management.
- Strong project management skills to organize resources, personnel, and time to meet changing priorities and deadlines; successful experience making independent decisions on courses of action to achieve Unit goals and implementing changes/improvements as necessary.
- Solid written and verbal communication skills to articulate ideas and issues clearly and concisely using proper grammar, vocabulary, and business style; ability to document, justify, propose, and negotiate a variety of management and budget issues in a direct and persuasive manner.
- Excellent interpersonal skills as demonstrated by ability to work collaboratively and productively with a diverse population including staff and administrators at all levels within UCOP, at the Campuses, and with other external organizations; strong customer service focus to respond positively and proactively requests for services and problems.

- Proven computer proficiency with MS Office Suite, electronic mail, and web-based applications (particularly web-based facilities management systems); working knowledge of and proven experience using on-line systems and applications to extract, organize, and present data for the purposes of financial analysis, reporting and planning; familiarity with
- Ability to work both independently and collaboratively as part of a team.
- Knowledge of University policies and procedures pertaining to facilities, business and financial management, and human resources strongly preferred; knowledge of construction contracting and use of Independent Consultant and Professional Service Agreements.
- Knowledge of building policies and procedures in order to effectively manage the Work Management Center.
- Knowledge of UC and UCOP financial policies, procedures and practices in order to ensure accountability and control over multiple budgets, which include various fund sources and account restrictions, and of UC and UCOP budget and fiscal close policies and procedures.
- Understanding of construction contracting and use of Independent Consultant and Professional Service Agreements.
- As supervisor of the Work Management Center, familiarity with purchasing, travel and entertainment policies to ensure compliance by the Building Services Unit.

**DESIRED
QUALIFICATIONS**

TO APPLY

For a complete job description or to apply for this position, please visit the University of California Office of the President employment website at <http://jobs.ucop.edu> and reference Job Number ____.
UC is an EEO/AA employer.



The information provided below is required for Employment to issue a requisition number for the job vacancy listing. This information will not be made available to the public.

Classification Log #	7030
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Hiring Manager Information:

The hiring manager will receive all applications for internal search from Employment Services unless otherwise noted.

Name	Michael Keleman
Phone number	510-987-0763
Email	Michael.Keleman@ucop.edu

Other Departmental Contact:

Name	Kayo Okawa
Phone number	510-987-9944
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Send applications to: Hiring Manager Department Contact