Recruitment Number: 39690
Job Code: 007374
Job Code Title: ADMIN SUP 1
Working Title: Department Manager
FLSA: Exempt
Appointment: Career
FTE: 100%
Recruit Type: External
Dept Name: Donald Bren School Of ICS
Location: UCI Campus - Irvine
Schedule: 8-5, M-F
Salary: $64,400 - $76,850.00/year

Job Summary:
The Department Manager is responsible for planning and directing all administrative functions of the Department of Statistics in the Donald Bren School of Information and Computer Sciences. Analyzes needs, establishing short and long-range objectives and implements effective organizational planning to meet instructional, research and programmatic goals of the department, comprising 12 faculty, 3 lecturers, and 51 Teaching Assistants. Responsible for the management, strategic planning for and leadership of all administrative activities in the Department, including fiscal management of departmental budgets, payroll, academic/staff/student human resources, coordination with the Department’s professional master’s program, graduate student affairs, internal controls and contract management. Oversees inventories of all departmental space and equipment, as well as their assignment, utilization and safety procedures.

Job Description:
Job Essential Function 1:
Percent of Time: 30%
Distributes and sets up work; monitors the progress of work in the unit. Reviews, processes, and approves financial and personnel transactions. Researches and resolves issues and discrepancies. Analyzes departmental budgetary needs, establish priorities. plan and project for the future, implement strategic financial plans and develops rationale to justify continuing budgetary needs for the department.

Job Essential Function 2:
Percent of Time: 15%
Supervises the work of a unit with responsibility for quality and quantity of work.

Job Essential Function 3:
Percent of Time: 15%
Recommends staff and academic personnel-related actions. Oversees the department’s academic personnel processes. Develop, oversee and implement multiple year graduate support commitments, utilizing a variety of state and extra mural funds (TA, Reader, Block, GSRships, and etc.)

Job Essential Function 4:
Percent of Time: 10%
Participates in the selection, development and evaluation of staff to ensure the efficient operation of the function.

Job Essential Function 5:
Percent of Time: 10%
Ensures delivery of quality customer service to department employees and student constituencies.

Job Essential Function 6:
Percent of Time: 10%
Supervises and follows internal policies and procedures.

Job Essential Function 7:
Percent of Time: 10%
In collaboration with ICS Student Affairs, develop and manage the quarterly Schedule of Classes to meet programmatic and curricular needs of Department of Statistics graduate and undergraduate students.

Skills, Knowledge and Abilities:
Required:
Minimum 5-7 years of experience required in administrative and management roles with increasing responsibility, preferably in an academic environment. Preferred: 3-5 years of experience supervising, leading, and building a team

Working knowledge of the organization's processes and procedures, rules and regulations. Demonstrated understanding of general accounting principles and practices, and skill in applying the same to plan, prepare and administer complex budgets.

Working knowledge of common organization-specific and other computer application programs. Ability to accurately abstract, summarize, and synthesize complex data sets (financial and enrollment) for multiple audiences and purposes.

Interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising, and counseling to effectively motivate others.

Skills to evaluate issues and identify resolutions.

Strong service orientation with the ability to effectively manage multiple priorities.

Extensive experience in all aspects of staff supervision including hiring, training, and evaluation.

Preferred:
Knowledge of Academic Personnel policies and procedures. Knowledge of University forms, policies and procedures related to faculty hires, merit, and promotion file preparation

UCI Policies and Procedures.

External applicants can access this recruitment on our Career Opportunities website at https://careersucirvine.ttcportals.com/jobs/10187489-department-manager