JOB OPPORTUNITY #1

Analyst V - SUPV – Division Administrator
Division of Alliance Health Project
Department of Psychiatry SFGH
Requisition 39521BR

The Division Administrator (DA) is responsible for overall program management, fiscal management, contracts and grants administration, personnel and faculty management, facilities management, public relations and communications, and other duties as required. The DA provides leadership, support, and an administrative infrastructure for the Division and its programs; develop and implement strategic planning to further its mission in research, teaching, and patient care. The position supervises the Fiscal and Administrative Operations Unit (three staff) which handles fiscal, personnel, contract, purchasing, and information systems and data oversight for all programs. A collaborative approach and an entrepreneurial spirit in the Division Administrator enhance the activities.

The DA is accountable for the Agency as a whole in all aspects of program management, fiscal management, contracts and grants administration, personnel and faculty management, facilities management, public relations and communications. The DA sits on the management team and provides leadership, support, and an administrative infrastructure for the Division and its programs; develops and implements strategic planning to further AHP’s expanded mission. The DA is instrumental in facilitating AHP continuing its range of HIV services and in providing a similarly diverse range of LGBTQ services. The DA also performs other duties as assigned.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

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