Job Opportunity #1
Req # 42622BR

Director of Finance and Administration (MSP II)
University of California, San Francisco
Philip R. Lee Institute for Health Policy Studies

Location: University of California, San Francisco

The Director of Finance and Administration (DFA) is responsible for financial management and research administration, including broad financial oversight of special projects, such as the Center for Health Care Value, education and training programs; human resources management; liaison and coordination; program planning, strategic planning and program development; space and facilities planning and management. The DFA serves as internal liaison and interacts with division and department heads, representatives of the SFGH or SOM Dean's Office, the Budget Office, senior leaders of the HR Service Centers and Research Management Services, representatives from other UCSF schools, other university officials and representatives and staff from the Office of Research Affairs, Gifts and Endowments, Controller’s Office, Academic Affairs, University-wide Task Forces. In addition, the DFA may serve as liaison to external organizations and colleagues in other academic institutions or organizations with whom the Institute collaborates or consults.

The DFA is responsible for the development, maintenance and effective operation of the Institute’s financial management (internal controls and compliance standards) and administrative structures (including front desk coverage, security/emergency preparedness and computer desktop and network/IT support services) to foster the conduct of health services, research, health policy analysis, technical assistance, and dissemination activities and to create a supportive work environment for faculty, research and administrative staff, visiting scholars, policy interns and other academic colleagues. The DFA is responsible for maintaining a high level of professional standards and performance and a client-service orientation with strong emphasis on value-added by Institute personnel. As the Institute and the campus experience organizational change, the DFA is responsible for oversight and leadership, and in collaboration with faculty and core personnel, will provide change management leadership to assess, realign, reorganize and modify functions, tasks and assignments as appropriate and feasible within available resources.

The DFA serves as a member of the Institute’s Executive Committee, Administrative Systems Group, Space Committee and other committees as appropriate. The DFA encourages diversity among Institute personnel, recognition of team efforts and
individual leadership, and respect for the principles, standards and values of the Institute and the UCSF community. The DFA has a direct reporting relationship to the faculty Director, Institute for Health Policy Studies and an indirect reporting relationship to the SOM Vice Dean for Administration, Finance and Clinical Programs.

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

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