

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: FW: One Job Opportunity
Date: Thursday, July 14, 2016 6:59:08 AM

Job Opportunity #1 -

Job ID: 45217 BR

Analyst V – Supervisor / Operations Manager

Department: Otolaryngology - Head and Neck Surgery

Location: Mount Zion / Mission Bay / Parnassus

The Operations Manager for the Department of Otolaryngology-Head and Neck Surgery (OHNS) is directly responsible for department administrative operations at the Mt. Zion and Mission Bay locations. In partnership with OHNS executive leadership, the incumbent is responsible for developing short- and long-range strategic operational and administrative needs assessments to appropriately support the department's overall goals and missions. These include multi-year business strategies, growth initiatives for the department including staffing needs, faculty retreat activities, and special projects as assigned by the Chief Administrative Officer (CAO), Chair or Vice Chairs. The Operations Manager develops administrative policy as required and in partnership with the CAO creates and implements effective operational processes. The incumbent plans, organizes and directs all activities to ensure operational effectiveness of the department including: academic faculty and staff personnel administration, clinical operations, research administration, IT services, and space and facilities management including research labs. The Operations Manager serves as the primary liaison with the UCSF Medical Center Office of Design & Construction and will independently manage all remodeling projects at the Mt. Zion and Mission Bay locations. Because of shared resources at multiple sites, s/he must maintain excellent working relationships with the Chair's office and OHNS clinical practice administration, as well as leadership in other departments. The OHNS Operations Manager reports to the Chief Administrative Officer and may represent the department on behalf of the CAO for department- and campus-wide meetings and committees. In the CAO's absence, the incumbent is responsible for all administrative activity within the department.

Please contact Daniel Dominguez-Moncada, Daniel.Dominguez-Moncada@ucsf.edu / (415) 770-4419.
For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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