
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, January 26, 2017 8:37 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One job opportunity

Job Opportunity #1 -

Job ID: 46153 BR
Department Manager (Administrative Manager II)
Department: Clinical Pharmacy

Location: UCSF Laurel Heights & Parnassus

The Department Manager is accountable to the Department Chair and the Associate Dean of Administration and Finance in the School of Pharmacy. The Manager plays a key role in formulating strategic goals as a member of the department leadership team and for translating these goals into operational and financial plans. The Manager's role is to leverage available resources to promote teaching, patient care, research and public service activities. The Manager is also responsible for assuring delivery of timely and high quality administrative, IT, financial, purchasing, funding/award administration, human resource, facilities, space management, and safety services. The manager works with the faculty to assure the wellbeing and success for all department programs and personnel.

The Department Manager is responsible for managing the administrative services and/or general operations of a large department. Establishes operational objectives and work plans and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Reviews and approves recommendations for functional programs. Monitors department adherence to approved budget. Involved in developing, modifying and executing organizational policies that affect immediate operation(s) and may also have department-wide impact.

The Department Manager establishes internal controls, operating procedures and policies for department administrative functions. This is accomplished in compliance with applicable university, state and federal regulations and guidelines related to the administrative and financial management of the department.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> .

Use this link to [unsubscribe](#) from this mailing list.

From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, January 26, 2017 2:23 PM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One more job opportunity!!

Job Opportunity #1 -

Job ID: 46435 BR
Tenant Services Manager – Administrative Officer III
Department: Housing Services

Location: Mission Bay

The Tenant Services Manager supervises the Tenant Services Specialists responsible for administering the leasing of residential properties in compliance with CA Landlord Tenant Law and Fair Housing Laws. Develop and manage fair and equitable policies, procedures that comply with ADA accessibility, eligibility criteria, and ensure the security of personal information. Addresses issues of diverse scope (e.g., eligibility conflicts, assignments priority, tenant rights, risk assessment, construction disruption mitigation, customer disputes, etc.) When applicable, issue legal notices and represent the University in court.

The Tenant Services Manager manages the full range of administrative operations provided through Housing's geographically dispersed service centers located at the East and West campus. Additional centers will soon be established in the Dogpatch neighborhood and in conjunction with UC Hastings. Establish standards and protocols for customer service delivery to a variety of customers including Faculty, Clinical Residents/Fellows, Post-docs, students, staff, vendors, and the public.

The Tenant Services Manager uses tenant record management database and focus groups as a primary source for conducting trend analysis, assesses policy change impacts, and projecting demand. Analyzes problems and uses varying reporting techniques when proposing improvement strategies resulting in increased revenue and greater efficiency and customer satisfaction. Incorporate findings in long and short-range strategic planning efforts.

The Tenant Services Manager will be critical when planning for new growth office space, staffing and services as the Housing program doubles its existing inventory over the next 10 years. The individual designs assignments policies and procedures in response to changing campus priorities. Critical and dynamic thinking is essential, and individual must be flexible, open to change, and experienced in process development. Requires the ability to act without direct supervision.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> .

Use this link to [unsubscribe](#) from this mailing list.