The Department Business Officer (DBO) serves as the Chief Administrative Officer for two departments, Anthropology and Sociology, plus the Latin American Studies program (minor and graduate programs) and the African and African American Studies minor and Center. The DBO serves as the principal advisor for the Chairs and Directors in their respective interdisciplinary academic departments engaged in research and offering large undergraduate and graduate programs.

The DBO is responsible for the management, strategic planning for and leadership of all administrative activities in the departments including: fiscal management of the departmental budgets, contracts, grants, and gifts from a variety of extramural sources; payroll; academic/staff/student human resources; labor relations, health and safety, administrative informative information systems, graduate and undergraduate student affairs; internal controls and risk management; and administrative computing. Oversee the management of laboratories, shops, animal facilities and the inventories of all departmental space and facilities, as well as their assignment, utilization, and safety procedures. The DBO is the principal advisor to the Department Chairs and Directors for each unit and faculty with regard to the development, implementation and assessment of short- and long-term strategic plans, budgets and financial performance. The incumbent exercises maximum initiative and leadership within the parameters of Department and University policies and regulations to accomplish the goals and objectives of the Departments of Sociology and Anthropology as well as the Latin American Studies program and the African and African-American Studies Research Center and minor.

- Occasional evening and weekend work required.
- Must be able to enter animal facility and participate in inspections.

**QUALIFICATIONS**

- Demonstrated leadership skills and experience with proven ability to apply management principles, practices and techniques in the conduct of business for a large multi-discipline, public and privately funded academic research department.
- Strong human resources management skills including understanding of issues working within a complex higher education organization such as UCSD. Demonstrated knowledge of student affairs functions and educational support systems.
- Thorough knowledge of the University budget process. Demonstrated ability to develop and manage budgets and adapt objectives to changes in resources.
- Proven ability to view planning and operational issues in a comprehensive picture both in terms of current complexities and interactions and in long-term consequences. Ability to develop, implement and oversee information management systems.
- Demonstrated knowledge of development and public relations functions in an academic setting. Demonstrated knowledge and experience in sponsored projects administration.
- Proven ability to provide effective leadership in a diverse, ever-changing, and unpredictable environment. Demonstrated high level skill in assessing needs and developing strategies to support diversity and inclusion.
- Proven expertise in establishing and maintaining working labs for a variety of research
and teaching functions including film, video, digital media, histology, electrophysiology, video, computation, animal and human subject experiments.

- Proven knowledge and skill in use of computer software applications for accounting, work processing, databases, email, and internet browsers. Skill to analyze large quantities of data (financial, space, workload) and in identifying objectives and constraints, and developing effective recommendations.
- Proven knowledge and experience in space and facilities management including analysis, funding, design, construction and renovation of buildings and labs. Knowledge of UC policies and procedures and knowledge of UCSD governance and organizational structures, departments, units and communication channels.
- Strong interpersonal and communication skills with ability to exercise tact, resourcefulness, good judgment, understanding and persuasion in interactions with a diverse university population. Effective oral and written communication skills including public speaking.

UC San Diego is an Equal Opportunity / Staff Affirmative Action Employer that values a diverse workforce and provides reasonable accommodations to people with disabilities.

**Job posting #65330:**


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