Chief Administrative Officer - 45849-1A

Updated: Nov 21, 2022
Location: Irvine-Campus
Job Type:
Department: BME Department Accounts

Job Opening ID: 45849
Reports To: Department Chair
Working Title: Chief Administrative Officer
Department: BME Department Accounts
Bargaining Unit: 99
FLSA: Exempt
Payroll Job Code: 000547
Job Location: UCI Campus- Irvine
Percent of Time: 100%
Work Schedule: 8-5
Employee Class: Career

Position Summary:

The Biomedical Engineering Department in the Samueli School of Engineering is a diverse, fast-growing community of 32 faculty, dozens of professional researchers, 130 graduate students, and over 600 undergraduates. Together with our dedicated and hard-working staff, who support our educational and research missions, we are tackling problems at the intersection of engineering, biology and medicine, with the goal of improving people’s health while driving the economic growth of our region, state and the nation. Our mission “Inspire Engineering Minds to Advance Human Health” is well integrated within and supported by our local community as Orange County is home to 150 biomedical device companies. Our Corporate Advisory Board includes local biomedical industry leaders, who help us fulfill this mission while providing guidance, advocacy and a broad perspective.

The Chief Administrative Officer (CAO) is a critical position providing leadership in the management of financial, personnel, student affairs, facilities, administrative and research operations for the Department of Biomedical Engineering in the Henry Samueli School of Engineering. Reporting to the Department Chair with a dotted reporting line to the Senior Assistant Dean/Chief of Staff, the CAO provides daily management and oversight of an administrative team including instructional lab support, facilities, financial and business operations, personnel
management and graduate student support. The management functions are highly complex, encompassing teaching, extensive research and outreach components including $10 million in state appropriations and $29 million in contracts and grants. The CAO exercises maximum initiative and sound leadership within the parameters of school and university policies and regulations to accomplish the goals and objectives of the department. Develops and determines innovative solutions and implements actions to resolve issues. Acts as administrative liaison for the department, consultant and member of various campus and departmental committees. This position models strong professional ethics, exercising tact and diplomacy when handling sensitive and complex matters in a fluid environment.

**Key Responsibilities**

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: “Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance.”

*Example:*

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

<table>
<thead>
<tr>
<th>% of time</th>
<th>Essential Function (Yes/No)</th>
<th>Key Responsibilities (To be completed by Supervisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Yes</td>
<td>Manages, plans and administers all administrative operations of the Biomedical Engineering academic department. Manages daily activities of Biomedical Engineering (BME) including financial, personnel, student affairs, facilities, administrative and research support operations. Serve as the principal advisor to the department chair and faculty regarding the development, implementation and assessment of short- and long-term strategic plans, budgets and financial performance. Formulate, propose and implement business and management goals, policies and procedures to meet department, faculty and university objectives.</td>
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<tr>
<td>15</td>
<td>Yes</td>
<td>Manages department administrative services for IT, Facilities, Student Services, laboratories, budgetary financial management, contracts &amp; grants, recharge administration and human resources.</td>
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<tr>
<td>10</td>
<td>Yes</td>
<td>Exercises substantial innovation in solving or proposing resolutions to a variety of administrative, programmatic, operational problems, and exercises authority to implement resolutions. Manages development and implementation of unit and department procedures, initiating continuous improvement in all aspects of the administrative operation of the unit and department. Evaluates and implements organizational, procedural or workflow changes to maximize effectiveness, efficiency and productivity.</td>
</tr>
</tbody>
</table>
Documents procedures and best practices resulting from process improvement projects and initiatives.

| 15 | Yes | Develops and monitors operational and budget processes, staff FTE, finance, human resources and space planning. Develops and maintains financial infrastructure for department including financial management of operating funds, develops multi-year and long-range budgets, budget projections, and annual financial reports. Manages long & short term planning for space needs of the Department. Advises Chairs concerning all matters pertaining to sound operational management. Responds to inquiries from the Dean’s Office and campus. |

| 20 | Yes | Prepares short and long range planning for administrative services operations and improvements to processes. Establishes and recommends change to policies which affect the assigned unit(s). Makes recommendations for developing strategic and other long-range plans which would best achieve the teaching, research and service missions of the department. |

| 5 | Yes | Represents the department on business affairs to the institution community. Serves on a variety of school and campuswide committees as appointed by the Chair or Senior Assistant Dean. |

| 5 | Yes | Manages systems and procedures to protect department assets. Establish and implement departmental audit controls and procedures. Develop and maintain internal controls using sound risk management principals. |

| 5 | Yes | Plans for physical office space and laboratory rehabilitation and renovation. Representing the department as project client, work with the school Director of Facilities to oversee all planned renovations and expansion projects for unit. Oversee management and utilization of assigned administrative, research and lab space. |

| 100% | | (To update total %, enter the amount of time in whole numbers (without the % symbol - e.g., 15, 20) then highlight the total sum (e.g., 1%) at the bottom of the column and press F9. The total sum should add up to 100%).) |

**Compensation Range:**

$7941.67 - $9820.33

**Department Website:**

[https://engineering.uci.edu/](https://engineering.uci.edu/)

**Required:**

- 10 years of experience with BA/BS / Equivalent experience
- Bachelor's degree in related area and / or equivalent experience / training.
- Proven leadership abilities to establish department goals and motivate and influence others to achieve. Demonstrated management ability to direct and supervise professional and staff positions; ability to train, motivate and provide effective and sound judgment and leadership. Broad knowledge of the organization's processes, protocols and procedures with a focus on budget, account and fund management and / or personnel management.
under labor contract(s) and personnel policy. Broad knowledge of financial analysis and reporting techniques; human resources (staff and academic programs) and risk management planning; and/or accounting and payroll.

- Strong verbal and written communication skills; ability to influence/persuade all levels of staff. Excellent interpersonal and communication skills, including tact, diplomacy, and flexibility. Strong demonstrated problem solving, negotiation and decision-making skills. Skills in organization and customer service to effectively manage multiple important priorities. Proven ability to organize department work functions in an efficient and effective manner.

- Broad knowledge of common organization-specific and other computer application programs. Knowledge of and experience with administrative computing, hardware, software and web capabilities with the ability to assess administrative computing support needs and implement effective systems. Skills to work collaboratively with other locations. Ability to use discretion and maintain confidentiality. Demonstrated experience in utilizing good judgment and discretion when working with a variety of complex and sensitive issues.

- Proven skills to quickly evaluate complex issues and identify multiple options for resolution. Demonstrated ability to view planning and operational issues in a comprehensive picture both in terms of current complexities and interactions and in long-term consequences. Demonstrated management and conflict resolution skills to effectively lead and motivate others. Demonstrated leadership skills and experience with proven ability to apply successful management principles, practices and techniques. Experience in planning, analyzing and managing diverse fields such as: organizational growth and development, policy, space, information systems, and workflow systems while considering a wide variety of objective and subjective variables.

- Ability to develop quantitative and qualitative methodologies, strategies, and evaluative criteria in order to independently solve complex problems under a variety of uncertain conditions. Proven ability to function effectively in a fast paced, frequently changing environment. Ability to provide leadership in implementing organizational change.

- Demonstrated high level skill in assessing needs and developing strategies to support diversity and inclusion. Demonstrated knowledge of student affairs functions and educational support systems. Demonstrated experience with process improvement initiatives and implementing administrative best practices.

**Conditions of Employment:**

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment
The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - https://hr.uci.edu/new-hire/conditions-of-employment.php

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu. Share: