



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

As the University of California's first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,000 students from more than 120 universities and colleges across the country. Supporting its mission are approximately 350 career faculty and staff.

We provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a dynamic community in which you will interact with staff, faculty and students.

## Executive Director of Operations (EDO)

**Classification:** Full-time / Exempt / Benefited / Non-Represented

**Hiring Salary Range:** \$115,000 - \$185,000 annually (commensurate with qualifications)

**Posting Date:** April 12, 2018

### THE ROLE

Under the direction of the Chief Financial Officer, the Executive Director of Operations (EDO) is responsible for overseeing the College's facilities department, sustainability programs and managing contracted services such as UCSF reprographics and safety and security services provided by the UCSF Police Department. The position is also charged with developing and managing a new conference and client services function that oversees space rental and provides client support for external users of the College's physical plant working closely with academic management to assure that such revenue generating uses are coordinated with the instructional program.

The EDO is a key participant in implementing the UC Hastings Long Range Campus Plan (LRCP). The EDO will be responsible for planning, developing, evaluating and management of the College's physical operations and technical programs, regularly making decisions and commitments that have long-term, strategic importance to the College.

The departments and functions that will be managed by the EDO includes building engineering, space planning, custodial services, sustainability initiatives and programs, business services functions and conference and client services. In addition to its function as an external event facilitator, the EDO serves as the primary liaison with program personnel from UC Davis' Graduate School of Business (which operates a Masters' of Science program on campus).

The EDO will coordinate the administrative and operational staff, systems, and activities that ensure optimal functioning, maintenance and security of all building properties. In addition to overseeing operations of buildings, grounds and security, the successful candidate will maintain and develop relationships with third party clients renting space in current and upcoming campus buildings, including a new conference center, other colleges and universities with whom UC Hastings has academic and/or service partnerships, and

other business partners, local merchants and other external parties. He or she will be responsible for the management of space bookings for internal and external clients, with the help of staff, for developing an effective system for balancing and prioritizing needs with limited available space.

## **JOB DUTIES**

- Working closely with the CFO, support implementation of the Long Range Campus Plan.
- Manage the budgets of the departments and functions reporting to the EDO: facilities operations, sustainability, contracted business center, safety and security and conference and client services.
- Manage security operations which are provided under contract with the UCSF Police Department. The EDO will oversee all matters relating to security and policing, including (1) equipment purchasing, maintenance and testing, (2) scheduling, (3) emergency preparedness, (4) faculty, staff and student training on security matters, (5) preparation of annual security reports required by federal law, (6) define and oversee post orders at each fixed site location and (7) budgeting and invoicing.
- Assure conference service activities and partnerships with other institutions of higher education such as the UC Davis Graduate School of Business are coordinated among and between UC Hastings service-providers such as custodial and event set-up, audio- visual and media services, and UCSF PD personnel.
- Assume management responsibility for the conference and client services function, a to-be developed business unit with its own revenue/cost center and grow net income over time providing financial support for general operations.
- Plan, develop and manage existing and new client relationships with other colleges and universities providing services on-site at UC Hastings or maintaining academic programs on-site at UC Hastings.
- Develop marketing materials – printed and online – and market opportunities to rent both short and long-term space at UC Hastings to external clients.
- Monitor environmental health and safety to promote a safe living, working, and learning environment for the College community encompassing environmental safety (indoor air quality, asbestos/lead paint abatement, and other safety issues) and California Occupational Safety and Health (Cal OSHA) compliance.
- Develop deferred maintenance plans for the campus with particular emphasis on life-cycle planning for key building systems.
- Set hours for campus buildings in coordination with UCSF PD, the Library, and Facilities Operations.
- Oversee coordination and implementation of sustainability programming requirements associated with the LRCP to achieve the institutional goal of becoming the “greenest” urban campus by 2025.
- Coordinate preparation of the annual 5-Year Infrastructure Plan required by the Department of Finance.
- Operationalize LRCP environmental sustainability objectives through capital, cultural and catalyst projects; implement systems, coordinate documentation and integrate ongoing efforts across departments within the College, University of California and community partners. Catalyst projects include but are not limited to:

- New Academic Building – 333 Golden Gate Avenue
- Electrical power delivery and infrastructure improvements
- Solar photovoltaic panel installation and business terms
- SF Planning Department - Civic Center/UN Plaza Public Realm Project
- Mayor’s Office of Workforce and Economic Development - Civic Center Commons Project
- Net Zero Energy and Carbon Emissions Reduction
- Ensure compliance with state and federal laws and regulations; maintaining current knowledge of all changes and updates that impact College operations.
- Supervise and work with staff to achieve departmental and College goals and to provide quality support services to the UC Hastings community and its constituents.
- Prepare regularized communications to students, faculty and staff by preparing and disseminating reports and summaries of activities under the management of the EDO.
- Work effectively across functional lines of the College, interacting with employees in the academic program as well as other business operations, including the Board of Directors, auditors, and staff from the University of California (UC).
- Represent UC Hastings in meetings with prospective clients and develop partnerships with businesses, nonprofits and other educational institutions to further the development of a conference services function that results in space rental and client support for external events that use the physical plant.
- Perform other duties, as assigned.

## REQUIREMENTS

- A Masters of Business Administration (MBA) in Accounting, Business, Finance or a related field or a Masters of Public Administration is preferred but not required.
- A minimum of eight years of progressively responsible work experience in an organization of similar size and scope along with a minimum of five years of staff management and supervisory experience is also required.
- Further, the incumbent will have considerable knowledge of facilities operation and capital planning; laws and regulations related to contracting, and previous work experience with broad and varied scopes of responsibility.
- Well-developed writing and communications skills are essential as is attention to detail and problem solving skills.

## BENEFITS

### Health and Welfare Benefits

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### For your Financial Future

- Life Insurance
- Disability Insurance
- Legal Insurance

- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

#### **For your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

To apply, please email your résumé to [leadershipcareers@uchastings.edu](mailto:leadershipcareers@uchastings.edu).

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Please Note: \*\*This position has been designated as “sensitive” and requires a pre-employment background check.**

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer. C Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*