Job Title: Director, Administrative Svcs - Basic Sciences
Job ID: 34525
Location: Galveston

Full/Part Time: Full-Time (40 hours)
Regular/Temporary: Regular

Min Qualifications
Master’s degree in Business or Healthcare Administration and 8 years of related experience.

JOB DESCRIPTION:
To assist the Chairs/Directors and Vice President and Chief Operating Officer, Academic Enterprise in the operations and strategic planning of the department or Institute/Centers as it relates to budget planning, fiscal and resource planning/administration, human resource utilization, policy administration, and coordination and negotiation of activities with other University departments and administration.

Specific Job Related Duties

Departments supported:
Sealy Center for Structural Biology & Molecular Biophysics
Pharmacology & Toxicology
Neuroscience & Cell Biology
Center for Addiction Research
Biochemistry & Molecular Biology
Sealy Center for Environmental Health and Medicine

Specific Job Related Duties

JOB SUMMARY:
Function: To assist the Chairs/Directors and Vice President and Chief Operating Officer, Academic Enterprise in the operations and strategic planning of the department or Institute/Centers as it relates to budget planning, fiscal and resource planning/administration, human resource utilization, policy administration, and coordination and negotiation of activities with other University departments and administration.
Scope: School of Medicine

MAJOR DUTIES/CRITICAL TASKS:

Human Resources, Administrative Operations, and Policy Administration:
Oversees human resource policies and practices with respect to recruiting, compensation, benefits, performance evaluations, career development, and employee performance feedback
Oversees departmental APT Process and ensures APT process for respective school is followed
accordingly with regard to faculty appointments, promotions, and tenure review

Identifies and adheres to appropriate internal controls for department and reporting structure; provides mechanisms to monitor and enforce compliance

**Business Strategic Planning, Budgeting, and Financial Management:**

Works with the Vice President and Chief Operating Officer and Chairs/Directors to identify, develop and implement operational business plans, monitor key metrics, and assist in the decision making of the departments/areas

Develops and manages all aspects of departmental budget including preparation, submission, maintenance, reporting and audits.

Responsible for overseeing financial and statistical performance against budget targets

Participates in departmental strategic planning ensuring that the developed goals align with the organization’s goals and contribute toward market growth, revenue enhancement, cost containment, maximizing clinical practice and research productivity

Develops and communicates with leadership, compensation plans that incentivize growth with the goal of retention and equality for faculty, implements a semi-annual review of effort, productivity and funding sources for all faculty

Develops solutions to improve current business processes and make them more efficient. Establishes and maintains effective internal controls for finance, human resources and grants administration. Identifies and seizes opportunities to improve fiscal and operational performance of the department

Advises the Chairs and Center Directors monthly in an appropriate executive form, on financial status against budget, school management metrics, and clinical and research activity. Provides quarterly or annual evaluations (with the Vice Chairs) of trends in research productivity, diversity, academic achievement and other measures noted by the Chairs and Center Directors

**Service Delivery and Quality Improvement**

Promotes a culture of “Service Excellence” throughout the department

Sets a tone of leadership that is people-oriented, collaborative in nature and focused in data based decision-making

Builds a management culture based on teamwork, open communication, prudent risk taking, innovation, mentoring and accountability

Serves on various committees for School of Medicine, Health System and Institutional committees as requested

**Clinical/Research Activities:**

Coordinates with other department administrators and department heads to ensure a cooperative effort in department/center operations and faculty recruitments

Plans for renovation, relocation, and other activities related to physical facilities for the departments

Reviews incoming documents such as grant application, University policies and procedures and makes appropriate recommendation to the Chairs/Center Directors

Coordinates a common faculty grant application and financial management process

**MARGINAL OR PERIODIC FUNCTIONS:**

Attends Faculty meetings

Performs related duties as assigned

**KNOWLEDGE / SKILLS / ABILITIES:**

Excellent communication and interpersonal skills with a high degree of professionalism and competence in dealing with a variety of individuals including physicians and university administrators

Ability to develop, organize, and accomplish goals
Ability to analyze/evaluate data and make appropriate decisions/recommendations
Preparation and analysis of operating budgets and capital equipment evaluation
Effective problem solving skills
Leadership and management skills sufficient to effectively direct and develop faculty, managers, and support staff as appropriate
Experience in a large academic medical center

REQUIRED EDUCATION / EXPERIENCE:
Master’s degree in Business or Healthcare Administration and 8 years of related experience.

PREFERRED EDUCATION / EXPERIENCE:
Previous leadership experience in a public academic medical school environment. Past experience working in a matrix reporting environment. Peoplesoft and Hyperion/Oracle

SUPERVISION:
Received: Reports to Vice President and Chief Operating Officer and Chairs/Center Directors
Given: Assistant/Associate Director Administrative Services.

BUDGET RESPONSIBILITY:
Total impact of operational and grant budgets minimum - $15 million

DECISION-MAKING RESPONSIBILITY:
Total accountability; decisions made independently with advice Vice President and Chief Operating Officer and Chairs/Institute/Center Directors as appropriate.

EQUIPMENT:
Standard office equipment.

WORKING ENVIRONMENT/LOCATION OF POSITION:
Standard office environment at UTMB’s main campus or other location.

OTHER:
Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

Closing Statement

keywords: lmd01

Equal Employment Opportunity

The University of Texas Medical Branch at Galveston is an equal opportunity, affirmative action institution which proudly values diversity. Candidates of all backgrounds are encouraged to apply.