

**DEPUTY TO THE EXECUTIVE DIRECTOR OF CAPITAL PLANNING, DESIGN & CONSTRUCTION, AND FACILITIES MANAGEMENT**

**University of California Office of the President**

**UC OFFICE OF THE PRESIDENT**

**At the University of California (UC), your contributions make a difference. A world leader producing Nobel and Pulitzer prize recipients with over 150 years of groundbreaking research transforming the world. Choose a career where you can leverage your knowledge, skills and aspirations to inspire and support some of the greatest minds in the world, and those who will follow in their footsteps. Working at the University of California is being part of a unique institution, and a vibrant and diverse community. At the University of California, Office of the President, we propel our mission through impactful work locally, in government centers and systemwide. We are passionate people, serving the greater good.**

**The University of California, one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research and public service. The University of California Office of the President is the headquarters to the 10 campuses, six academic medical centers and three national laboratories and enrolls premier students from California, the nation and the world. Learn more about the UC Office of the President**

**DEPARTMENT OVERVIEW**

Capital Programs provides systemwide leadership and campus support in the following areas: capital budget strategy, policy and recommendations to the regents and the state of California; capital project design and delivery strategies, policy, contract development and training; design professional selections; building/safety code and regulatory issues; land use and site planning, long-range development plans, CEQA compliance and environmental documents; sustainability; and real estate transactions.

**POSITION SUMMARY**

The Deputy to the Executive Director - Capital Planning, Design + Construction, and Facilities Management provides analytical support in various capital planning functions, design and construction applications and facilities management efforts. The incumbent should have a background in these areas and has taken lead roles in the evaluation of planning principles, contract management, development and application of guidelines and policy. This position will be tasked with special projects as new University initiatives are identified. In addition, the Deputy will provide support to the Executive Director, Capital Planning, Design + Construction, and Facilities Management as needed.

The incumbent regularly works on issues where analysis of situations or data require an in-depth evaluation. The successful candidate must exercise judgement in selecting methods, techniques, and evaluation criteria for obtaining results. Deals with programs and projects which affect systemwide initiatives or specific campus development projects.

In response to systemwide initiatives or other special projects, the incumbent leads, directs, and participates in work flow and coordinates with all levels of staff within and outside of our group. The Deputy provides complex analyses across a broad spectrum of programs, policies and initiatives. Special projects could fall in the area of business case analysis, capital planning and budgeting, Small Business Enterprise outreach, sustainability initiatives, among others.

**REQUIRED QUALIFICATIONS**

* Advanced knowledge of common organizational- or research-specific and other computer application programs such as Outlook, Word, PowerPoint, Excel, and Microsoft Project.
* Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
* Ability to use discretion and maintain all confidentiality.
* Ability to multi-task with demanding timeframes.
* Advanced analytical / problem-solving skills.

**SALARY AND BENEFITS**

Salary: $103,000 - $117,000

Benefits: For information on comprehensive benefits offered by the University visit:

<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/benefits-of-belonging.html>

**FOR MORE INFORMATION AND TO APPLY:**

Deputy to the Executive Director of Capital Planning Design & Construction, and Facilities Management, job ID 40903

<https://careerspub.universityofcalifornia.edu/psp/ucop/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&JobOpeningId=40903&PostingSeq=1&SiteId=19&languageCd=ENG&FOCUS=Applicant>

**THE UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT (UCOP)**

The University of California’s mission can be distilled to its primary aims: teaching, research and public service. At heart of all three tenets is people.

The University of California Office of the President (UCOP) is the core of the university system. Our diverse staff of dedicated employees propels UC’s mission through impactful work locally, in government centers and systemwide. Our careers reflect the expansiveness of the UC system, from health care, technology and legal fields to communications, policy and direct student and faculty support. UC is the largest employer in our state and for good reason — the array of career opportunities we offer is unmatched by any other industry.

**The University of California opened its doors in 1869 with just 10 faculty members and 38 students. Today, the UC system includes 10 campuses, more than 280,000 students and more than 227,000 faculty and staff, with 2.0 million alumni living and working around the world.** From all backgrounds, ethnicities and incomes, UC attracts the best and brightest. UC undergraduates come from all over California, and they work hard to make it to college. In fact, 37 percent of UC students come from low-income families. UC's faculty are the drivers behind innovations in biotechnology, computer science, art and architecture — and they bring that knowledge, that greatness, directly to the classroom.