Residence Halls Manager

University of California, Los Angeles
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Class Specifications - F.30
Residence Halls Manager - 7424
Assistant Residence Halls Manager - 7425

SERIES CONCEPT

Residence Halls Managers supervise and coordinate housekeeping and maintenance duties in a residence hall or group of halls; and perform other related duties as required.

Incumbents typically coordinate the work of the housekeeping staff in the residence halls; hire, assign and discipline personnel; establish work schedules; order supplies and equipment for the maintenance of the residence halls; instruct and train personnel in duties, use of materials, work methods, rules and regulations; are assigned responsibility for the requisition, cleaning and repair of linen service; plan a maintenance and housekeeping program within the established annual budget; inspect or review recommendations for repairs to residence halls and make final decisions approving minor repairs; are assigned responsibility for the collection of various student charges such as: damage charges, telephone charges and/or room and board fees; maintain public contact with conference users in the planning and coordination of and provision of services for conference programs; and assist in the preparation of the departmental budget as required.

The Residence Halls Manager series consists of two levels with the distinction between levels based on the scope and complexity of the residence halls program, and the degree of supervision exercised.

CLASS CONCEPTS

Residence Halls Manager

Under direction incumbents are assigned responsibility for the day-to-day housekeeping and maintenance operations of a residence hall or group of halls typically housing 500 to 1000 students. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the second management level in the series.

Assistant Residence Halls Manager

Under general supervision incumbents are assigned responsibility for the day-to-day housekeeping and maintenance operations of a residence hall or group of halls typically housing up to 500 students or may assist Residence Halls Managers in the operation of housing operations with more than 500 students. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the first management level in the series.
MINIMUM QUALIFICATIONS

Residence Halls Manager

Two years of college and three years of related supervisory experience; or graduation from college in institutional management or business administration, and one year of related supervisory experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Residence Halls Manager

Two years of college and two years of related supervisory experience; or graduation from college in institutional management or business administration; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.