



Administrative Director (Non-Academic) Job Description

JOB INFORMATION

<i>Job Code:</i>	111045
<i>Job Title:</i>	Administrative Director (Non-Academic)
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.; Manages through subordinate supervisors.
<i>Job Family:</i>	Administrator
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

This position is responsible for directing the day-to-day operations of a division, including short and long term planning, analysis, and the improvement of division operations. The Administrative Director also administers the division personnel functions, ensuring security and confidentiality of records, while developing and monitoring the assigned programs and projects of the division. This position is responsible for directing the scheduling of meetings, planned events, travel arrangements and support services, and is responsible for screening, engaging and evaluating outside vendors and services. The Administrative Director also develops and administers budget and financial activities for operations, while coordinating the planning of all internal division processes, reviewing and coordinating contracts, and overseeing grants, where applicable. The position is responsible for the direct or indirect recruitment, training and evaluation of all subordinate staff. The Administrative Director also maintains effective communications within the division, developing and presenting materials for reports, proposals, publications, speeches, presentations, as required. The position also represents the division on committees, task forces and in legal matters, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Management experience in busy, multi-faceted department, preferably within a university setting.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs administrative operations through subordinate managers, supervisors and professional staff. Develops new programs and processes to enhance operations, which may include developing short and long term plans, developing and managing electronic information systems, ensuring department's conformity to university policies, and resolving complex departmental problems referred by other managers. Manages program and project directors, overseeing the development and implementation of new services.				
Administers personnel functions for the division. Ensures security and confidentiality of staff records. Oversees staff recruitment, staff development, and career succession planning, as assigned. Reviews all proposed departmental staff changes and approves/denies, or refers to senior management with recommendations for action.				
Directs scheduling and coordination of meetings, planned events, travel arrangements and support services. Screens and engages outside vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials. Oversees functions to ensure satisfactory outcome. Evaluates vendor/external service performance and makes recommendations or corrections, as necessary.				
Directs budget and financial activities for operations through business office and financial professional staff. Makes major budgetary and resource allocation decisions. Approves all expenditures within assigned limits and ensures the generation of detailed financial reports. Participates in budget development by analyzing financial data for trends and developing forecasts.				
Develops and oversees implementation of internal policies covering administration, finance, safety, etc., ensuring compatibility with university policies. Interprets applicable laws, rules, regulations, policies and procedures. Ensures division compliance and approves all necessary exceptions.				
Directly or indirectly manages program and administrative staff, usually through subordinate managers and supervisors. Recruits, screens, hires, and trains staff, as necessary. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees as required. Recommends departmental goals and objectives, including workforce planning and compensation recommendations. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Recommends, approves and monitors professional training and development opportunities for staff.				
Develops and manages special division projects, as assigned. Forms ad hoc committees and monitors progress toward completion of assigned tasks.				
Administers facilities and space management functions, including space allocation and scheduling, new building planning and financing, remodeling projects, safety and maintenance, through subordinate management.				
Develops and maintains an effective communication program for the division. Ensures the timely reciprocal exchange of information between senior management, faculty and staff, as necessary.				
Reviews contracts, grants and other legal documents and coordinates execution of same, as applicable. Ensures that all requirements are fulfilled correctly and on schedule. Liaises with University Counsel concerning all legal matters affecting division. Represents senior management in legal matters, as assigned.				
Develops and presents materials for reports, proposals, publications, speeches, presentations, etc., as needed or as assigned.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents senior management and department at university and community functions (including public relations and fundraising events), as assigned or as appropriate.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.