



**USC** University of  
Southern California

## Chief Operating Officer Job Description

### JOB INFORMATION

<i>Job Code:</i>	199082
<i>Job Title:</i>	Chief Operating Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Senior Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	3 Executive

### JOB SUMMARY

Oversees financial, administrative, and operational functions for a school/division, and provides daily leadership and management that follows the university's mission and core values. Contributes directly to development and implementation of comprehensive, multi-functional operations strategies. Responsible for unit-wide finance, budgets, and staff management and engagement plans. Provides clear information and recommendations to senior leadership regarding support services requirements, use of school/division assets, and development of unit-wide operational strategies. Ensures maximum utilization of university and school/division resources, including facilities and equipment. Maintains ongoing evaluation, analysis and reporting of school/division financial and operational performance against strategic priorities.

### 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.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		10 years	
	X	12 years	

#### Additional Work Experience

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ten years' experience in an operational leadership role at large, complex organizations.
X		Experience with budget planning and management, business case development and organizational change practices.
X		Excellent executive program/project management skills, with experience defining requirements and demonstrated financial management aptitude.
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish high-profile and sometimes confidential tasks.
X		Demonstrated leadership, interpersonal, organizational, critical thinking and analytical skills.
X		Excellent written and oral communication skills.
X		Proven ability to interpret, analyze, and apply pertinent policies, procedures, regulations, and requirements, and to motivate others to action by articulating visions and strategies.
X		Ability to build, develop and manage diverse, high-performing teams, fostering an environment of trust, collaboration, transparency, and accountability.
	X	Twelve or more years' experience in an operational leadership role at higher education institutions.
	X	Demonstrated knowledge of current and emerging higher education issues and relevant/essential rules, policies, laws, and best practices.
	X	Demonstrated experience interacting with a broad spectrum of leaders and community members, exercising diplomacy, good judgment, and discretion.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees school/division administrative functions and provides leadership and management of multiple core operational functions, following the university's mission and core values. Designs and implements business operations strategies, governance structures, and administrative procedures pertaining to university resources (e.g., employees, facilities, finances). Collaborates with and provides guidance to senior leadership, executive staff and department managers on varied operational requirements to ensure ongoing maintenance and currency of the operations infrastructure. Responsible for aligning fundraising goals with financial management practices and ongoing institutional priorities.				
Manages and allocates financial resources (e.g., reserves, endowment), ensuring thorough planning and efficient use. Exerts full operating authority over the preparation of varied budgets (e.g., annual operating, capital), leveraging expertise to make recommendations to leadership with detailed forecasts. Develops and analyzes models for operating budgets and cash flow. Assesses and reports on organizational-wide financial and administrative operations performance and provides recommendations for improvement. Oversees evaluation, analysis and reporting of school/division operational performance data, strategic priorities, and numerous other relevant metrics.				
Assists senior leadership with development and management oversight of advisory boards, administration of committees, strategic initiatives and unit-wide operational goals. Participates in institutional planning and policy development, representing the school/division in administrative and financial forums. Coordinates special projects and provides clear information and recommendations to senior management regarding strategic development of support services, use of school/division assets, and development of operational strategies. Ensures maximum utilization of university resources including facilities and equipment. Maintains currency with trends and best practices related to areas of specialty. Partners with varied internal/external stakeholders.				
Develops, implements and provides leadership oversight for comprehensive operational processes across key financial and administrative units/departments, and establishes goals for performance and growth across multiple functional areas within a school or division. Ensures appropriate employee talent selection, organizational and leadership capabilities for assigned functional areas. Reviews overall talent selection, management and employee engagement strategies. Oversees development, preparation and editing of high-level communications, e.g., official correspondence, publications, presentations.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Ensures compliance with all laws, regulations, policies, and procedures; Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## 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.