



JOB INFORMATION

<i>Job Code:</i>	111051
<i>Job Title:</i>	Senior Administrative Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Administrator
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Responsible for directing the comprehensive administrative, financial, academic and research programs of a large school, large administrative division, or large hospital division, including its projects and functions. Reports directly to the dean, vice president or Chair. Responsible for operational budgetary activities and resource allocation decisions, developing internal policies and procedures, ensuring compliance, and overseeing payroll and other administrative functions. Negotiates contracts and agreements, directs the development of informational systems, and develops an effective communication program for the assigned area. Participates in public relations activities, directs long-term and short term planning, and resolves issues referred to the office, while administering the physical space assigned to the area.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X 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		7 years	
	X	10 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Management experience in a large, multi-faceted school, corporate or hospital environment.
X		Thorough knowledge of management principles, budgeting, finance, accounting and applicable laws/regulations.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs administrative operations through subordinate managers, supervisors and professional staff. Develops new programs and processes to enhance operations and generate revenue through savings or income production. Oversees special projects as assigned. May manage program and project directors, overseeing the development and implementation of new services. Reviews and approves all proposals submitted from the school or administrative division. Represents dean and school, vice president, administrative division, or medical division on formal university committees.				
Directs budget and financial activities for operations, endowments, contracts and grants, etc., through business office and financial professional staff. Makes major budgetary and resource allocation decisions. Approves all expenditures and ensures the generation of detailed financial reports. Analyzes financial data for trends and develops forecasts. Advises faculty and/or staff regarding budget preparation. Apprises dean, vice president, Chair, or hospital senior management of funded and pending proposals and financial status.				
Acts as Senior Business Officer with responsibility for determining that strong internal controls are implemented. Examples of control areas include maintaining and reviewing receipts, procurement, disbursements, and payroll. Manages procurement process, whether by use of procurement cards, paperless requisitions, paper purchase orders, internal requisitions, or USC debit cards.				
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 school or administrative division compliance and approves any necessary exceptions.				
Oversees payroll and other administrative functions, including affirmative action, employment, compensation, benefits and employee relations through subordinate managers. Reviews and approves hiring and salary actions, ensuring compliance with university policy and pertinent laws and regulations. Oversees performance appraisal process and remains informed of any disciplinary actions required. Determines organizational structures, reporting relationships and short and long-term staffing needs.				
Negotiates contract or agreement terms, reviews contracts and other legal documents and signs or coordinates execution of same. Liaises with legal counsel concerning all legal matters. Represents dean, vice president, and Chair or hospital senior management in legal matters, as assigned.				
Directs the development, enhancement and maintenance of information systems through subordinate management to support operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.				
Develops and maintains an effective communication program within the school or administrative division. Ensures the timely reciprocal exchange of information among top management, faculty and staff. Oversees communication plan and preparation of materials needed for high-visibility meetings or events.				
Participates in public relations, marketing and fundraising activities. Interacts with donors on behalf of dean, VP, Chair or hospital senior management. Attends events and solicits donations as appropriate. Prepares speeches, reports and proposals and makes formal presentation on behalf of dean, vice president, Chair or hospital senior management.				
Directs long-term and short-term planning processes for areas such as budget, contingency, disaster, human resources, growth, policy, safety, space and strategic issues. Develops and communicates planning, assumptions and guidelines. Gathers multiple inputs and integrates diverse plans and requests based on school/administrative division or university priorities. Monitors activities to ensure adherence to plans.				
Resolves issues and requests referred to the office of the dean, VP, Chair or Hospital CEO by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Administers facilities and space management functions, including space allocation and scheduling, new building planning and financing, remodeling projects, safety and maintenance, through subordinate management.				
Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.				

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/			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.