



JOB INFORMATION

Job Code:	141055
Job Title:	Digital Imaging Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Digital Imaging
Job Family Group:	Libraries
Management Level:	5 Manager

JOB SUMMARY

Manages the daily operations of the imaging lab including digitization and archiving of materials and project activities. Oversees coordination of work-flow processes for digital object creation, maintenance and quality control. Assists senior management with short and long-term planning, quality assurance of imaging projects, project evaluations and proposals for new projects. Supervises staff and student workers, as assigned.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor'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

Req	Pref	Work Experience	Experience Level
X		3 years	

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of digital imaging tools, techniques and processes.
X		Directly related experience with digital imaging tools, techniques and processes.
X		Working knowledge of computers, photography and digital photography.
X		Working knowledge of studio lighting tools and techniques.
	X	Proven expert in use of high-resolution digital imaging tools and processes including digital SLR cameras, 4x5 cameras, lenses and scan backs, multiple-shot digital backs, film-scanners,

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
		flatbed scanners, high-volume scanners, digital-video cameras, and related software and computer hardware.

Other Job Factors

- Evening or weekend work may be necessary to meet deadlines or solve specific problems.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages the daily operations of imaging lab including digitization and archiving of materials and project activities. Oversees the coordination of work-flow processes for digital object creation, maintenance and quality control. Determines alternative scanning techniques based on condition of material or technological limitations. Assists senior management with short and long-term planning, quality assurance of imaging projects, project evaluations and proposals for new projects.				
Recommends project and departmental goals and objectives. Communicates goals and objectives to staff. Reassesses or redefines project priorities as appropriate in order to achieve performance objectives.				
Consults with faculty, staff and peer institutions on project implementation. Assists management in developing project schedules; planning and estimating staff and other resource requirements.				
Supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Schedules, assigns and prioritizes work based on resources and special requests from faculty and/or departments. Trains staff and student workers on handling materials, imaging and post-production techniques and utilization of digital imaging tools.				
Provides technical expertise in digital imaging for functions supervised. Serves as a key resource for faculty, staff and student workers regarding digitization and archiving matters. Coordinates with departments to ensure delivery of optimal services.				
Monitors the functionality of computers and imaging equipment. Resolves technical problems encountered by staff and student workers. Installs and troubleshoots software and hardware.				
Gathers and provides financial data to develop the budget. Provides forecasts or projections, as requested.				
Assists with obtaining vendor proposals for hardware, software and technical services. Analyzes proposals and makes recommendations.				
Assists in developing, implementing and interpreting departmental operating policies and procedures. Coordinates the dissemination and implementation of policies and procedures.				
Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. 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

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.