



## JOB INFORMATION

Job Code:	119027
Job Title:	Executive Director, Safety
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	3 Executive

## JOB SUMMARY

Directs the staff and operations of major safety, health and environmental programs. Develops and administers comprehensive programs in these areas.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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		Directly related to program managed.

### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Defines and manages required safety, health and/or environmental programs and establishes corresponding personnel and resource requirements.				
Hires, trains, develops and supervises staff. Sets goals and priorities. Assesses performance and provides feedback. Counsels or disciplines, as required.				
Establishes program direction and priorities, plans and directs enhancements or modifications, as required.				
Develops and implements training programs. Evaluates program effectiveness. Recommends modifications as appropriate.				
Develops short and long-term departmental plans. Develops program strategies and goals which can be integrated with departmental plans.				
Develops and manages department budget, authorizes expenditures, prepares budget projections.				
Maintains currency on existing and pending legislation to ensure overall compliance with regulatory requirements. Analyzes, interprets and communicates regulations, policies and procedures.				
Interacts with regulatory agencies on behalf of the university. Interacts with university management to provide technical guidance and expertise.				
Provides management information reporting, as required. Prepares memoranda and detailed reports regarding pertinent safety issues.				
Develops, implements and distributes safety policies and procedures to the university community.				
Develops and distributes safety manuals and other materials to communicate regulations requirements.				
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. 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>
No	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.	No	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>
<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: <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.