



USC University of
Southern California

Senior Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	111047
<i>Job Title:</i>	Senior Administrator
<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

Directs the financial and administrative operations of a school through subordinate managers, supervisors and professional staff. Includes oversight of budget and finance, contracts and grants, facilities and space management, faculty, staff and student relations and records, policy development and strategic planning. Reports directly to dean and serves as the senior staff advisor concerning all administrative and financial matters.

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		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		Experience as a Senior Business Officer or Administrative Services Director in a large or complex school.
X		Knowledge of university financial and administrative systems.

Other Job Factors

JOB ACCOUNTABILITIES				
	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs administrative and financial operations of a school through subordinate managers, supervisors and professional staff. Directly or indirectly manages school administrative and financial staff. Determines organizational structures, reporting relationships and short and long term staffing needs based on ongoing commitments and scheduled activities. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for school and staff and remains informed of any disciplinary actions required.				
Directs the budget and financial activities of a school. Interacts with other university offices such as Budget and Planning and the Provost's Office to negotiate approval of plans and variances as appropriate. Directs the development of internal fiscal policies and procedures which are compatible with university policies and regulatory requirements. Keeps dean apprised of school's financial status.				
Administers facilities and space management functions to include space allocation and scheduling, new building planning and financing, remodeling projects, and safety and maintenance.				
Directs school planning processes covering 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 or university priorities. Monitors school activities to ensure adherence to plans.				
Assists with faculty, staff and student relations by resolving requests or problems referred to the Dean's Office. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.				
Reviews and signs off on all proposals submitted from the school. Advises faculty regarding preparation of budgets. Reviews resource requirements (e.g., staffing, facilities, equipment, technology, space, etc.). Advises dean on levels of funded and pending proposals.				
Develops and interprets policies for the school. Integrates school policies with those of the university. Reviews and approves requests for policy exceptions.				
Assists with public relations and fundraising activities. Interacts with donors on dean's behalf on a regular basis. Attends events and solicits donations as appropriate. Prepares and presents speeches, reports and proposals on dean's behalf.				
Develops, reviews and/or signs agreements and legal contracts on dean's behalf. Interacts with general counsel as school's primary representative on an ongoing basis.				
Evaluates proposals for major equipment acquisition and approves or declines based on school plans and priorities.				
Manages special projects assigned by the dean. Determines approach, develops plans and enlists cooperation from school administrators and faculty. Documents activities and prepares final reports or recommendations as appropriate.				
Represents the dean and school on formal university committees. Links school to other university offices.				
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		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

