



**USC** University of  
Southern California

## Senior Clinical Administrator Job Description

### JOB INFORMATION

Job Code:	111095
Job Title:	Senior Clinical Administrator
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Clinical Administration
Job Family Group:	Clinical Administration 1
Management Level:	4 Administrator

### JOB SUMMARY

Administers and manages a comprehensive academic, clinical and research program for a clinical unit. Direct responsibility for policy development, personnel administration, budget, marketing and public relations directly related to programs. Manages budgets, contracts and grants and private practice earnings in accordance with departmental policies and procedures.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
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

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		Management experience in a large, multi-faceted or specialized medical school environment.
X		Thorough knowledge of medical practice plan administration.
X		Knowledge of financial accounting.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises financial operations of unit/department/division, including the processing of daily transactions, reconciliation of accounts, generation of standard reports and maintenance of records/filing systems. Develops control procedure over all accounting functions to ensure a system of accurate recording of revenue and expenses. Approves all financial transactions.				
Develops and manages program budgets covering operations, endowments, contracts and grants, private practice and sponsored projects. Makes major budgetary and resource allocation decisions. Provides financial status reports as needed. Performs financial analysis as requested or required.				
Administers personnel functions for the unit. Ensures security and confidentiality of faculty and staff records. Oversees faculty and staff recruitment, staff development, career succession planning and faculty benefits programs.				
Coordinates long and short range planning to include: architecture, budget, contingency, disaster, growth, policy, programs/projects, safety, space, staffing and/or strategic planning.				
Supervises all assigned subordinate staff. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.				
Reviews contracts and other legal documents and coordinates execution of same. Liaises with University Counsel and outside counsel concerning all matters affecting the unit. Represents the unit in legal matters as assigned.				
Develops, enhances, and maintains information systems to support operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.				
Consults and interfaces with relevant hospital administrators and university staff to develop and implement program policies. Ensures compliance with standards and regulations from local, state and federal agencies.				
Consults and interfaces with medical groups, physicians, HMO's, PPO's and IPA's to promote programs and develop visibility.				
Develops and maintains effective communication program within the unit. Ensures timely reciprocal exchange of information between the Chairman and faculty and staff.				
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 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>
	<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.