



USC University of
Southern California

Senior Office Manager

Job Description

JOB INFORMATION

<i>Job Code:</i>	111029
<i>Job Title:</i>	Senior Office Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Administrative/Clerical Support
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Establishes, develops, organizes and implements office standards and procedures. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Establishes and maintains systems for administration of records of assigned areas, including electronic files. Oversees administrative staff in maintaining office efficiency. Plans and implements office systems, layout and equipment procurement. Acts as liaison between management and teams for communicating information, assignments, priorities and special requests. Researches, gathers, organizes and summarizes data for reports. Reviews information and presents results and recommendations to management. Serves as a lead for managing fiscal resources for office procurement, authorizing expenditures within established limits.

JOB QUALIFICATIONS:

Education

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

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 in office management combined with budget administration.
	X	Experience in office management combined with specialized knowledge of university policies and procedures.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Establishes, develops, organizes and implements office standards and procedures. Assists in developing and coordinating implementation of department policies and procedures. Communicates or documents changes in a timely manner.				
Supervises at least two full-time staff or the equivalent. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Evaluates employee performance and provides guidance and feedback. Recommends departmental goals and objectives for office administration. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Supports employment administration processes, serving as a point of contact for related matters.				
Establishes and maintains systems for administration of records of assigned areas, including electronic files. Designs filing systems and ensures filing systems are maintained and up to date. Ensures effective transfer of files and records. Transfers and disposes records according to retention schedules and policies.				
Oversees and participates in the daily management of multiple department leadership calendars and coordination of meetings; prepares meeting agendas and presentation materials; records and transcribes meeting minutes, and prepares summaries for distribution. Composes and prepares written documents and correspondence for office leadership, including memos, letters, presentations, and spreadsheets.				
Leads administrative staff in maintaining office efficiency. Plans and implements office systems, layout and equipment procurement. Manages budget for equipment and supplies, reviewing and approving procurements. Checks stock to maintain and replenish supply inventory, and oversees the maintenance of office equipment.				
Acts as liaison between management and teams for communicating information, assignments, priorities and special requests. Monitors status of pending items and follows up, as needed. Reviews, prioritizes and responds to correspondence and incoming calls directed to management. Researches requested information or takes necessary steps to address issues and resolve problems. Reviews, analyzes and makes recommendations to management regarding requests submitted, e.g., expenditure or staff requests.				
Researches, gathers, organizes and summarizes data for reports. Reviews information and presents results and recommendations to management.				
Serves as a lead for managing fiscal resources for office procurement, e.g., budget management and administration, grant administration, etc. Authorizes expenditures within established limits. Tracks and monitors fiscal activity and analyzes variances. Produces interim financial reports. Prepares and maintains internal accounting records, as necessary.				

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/			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.