Establishes and organizes office standards and procedures. Recruits, screens, hires, trains and directly supervises all assigned subordinate staff. Establishes and maintains systems for administration of records for the assigned area, including electronic files and databases. Maintains office efficiency. Plans and implements office systems, layout and equipment procurement. Reviews, prioritizes and responds to correspondence and incoming calls directed to supervisor. Acts as liaison between supervisor and his/her subordinates for communicating information. Researches, gathers, organizes and summarizes data for reports. Assists in the administration of fiscal resources to meet a variety of ongoing and emergent priorities. Coordinates department public relations functions, as assigned.

**JOB ACCOUNTABILITIES:**

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<th>*E/M/NA</th>
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Acts as liaison between supervisor and his/her subordinates for communicating information, assignments, priorities and special requests. Monitors status of pending items and follows-up, as needed.

Researches, gathers, organizes and summarizes data for reports. Analyzes data for trends or conclusions and presents results and recommendations to supervisor. Composes and prepares written documents and correspondence for the office, including memos, letters, presentations, and spreadsheets.

Assists in the administration of fiscal resources to meet a variety of ongoing and emergent priorities (e.g., budget development and administration, grant administration, fund-raising activities, etc.) Gathers pertinent data to facilitate financial efforts. 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.

Coordinates department public relations functions, as assigned, which may include special events, conferences, seminars, etc. Plans and coordinates special events, conferences and/or seminars. Develops promotional materials. Negotiates with vendors for sites, facilities, guest accommodations and meals.

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.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Office management combined with experience in budget administration.

**Preferred Education:**
Bachelor's degree

Preferred Field of Expertise:
Office management experience combined with specialized knowledge of university policies and procedures, preferably those of USC.

Skills: Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:
Adding machine
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
SIGNATURES:

Employee: _____________________________________  Date:_____________________________

Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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