JOB SUMMARY:
This position is responsible for directing the comprehensive administrative, financial, academic and research programs of a large school, large administrative division, or large hospital division, including its projects and functions. The Senior Administrative Director reports directly to the dean, vice president or Chair. This position is responsible for operational budgetary activities and resource allocation decisions, developing internal policies and procedures, ensuring compliance, and overseeing payroll and other administrative functions. The Senior Administrative Director also negotiates contracts and agreements, directs the development of informational systems, and develops an effective communication program for the assigned area. The position also participates in public relations activities, directs long-term and short term planning, and resolves issues referred to the office, while administering the physical space assigned to the area. This is the top administrative position within a large school or large administrative division.

JOB ACCOUNTABILITIES:

Directs administrative operations through subordinate managers, supervisors and professional staff. Develops new programs and processes to enhance operations and generate revenue through savings or income production. Oversees special projects as assigned. May manage program and project directors, overseeing the development and implementation of new services. Reviews and approves all proposals submitted from the school or administrative division. Represents dean and school, vice president, administrative division, or medical division on formal university committees.

Directs budget and financial activities for operations, endowments, contracts and grants, etc., through business office and financial professional staff. Makes major budgetary and resource allocation decisions. Approves all expenditures and ensures the generation of detailed financial reports. Analyzes financial data for trends and develops forecasts. Advises faculty and/or staff regarding budget preparation. Apprises dean, vice president, Chair, or hospital senior management of funded and pending proposals and financial status.

Acts as Senior Business Officer with responsibility for determining that strong internal controls are implemented. Examples of control areas include maintaining and reviewing receipts, procurement, disbursements, and payroll. Manages procurement process, whether by use of procurement cards, paperless requisitions, paper purchase orders, internal requisitions, or USC debit cards.

Develops and oversees implementation of internal policies covering administration, finance, safety, etc., ensuring compatibility with university policies. Interprets applicable laws, rules, regulations, policies and procedures. Ensures school or administrative division compliance and approves any necessary exceptions.
Oversees payroll and other administrative functions, including affirmative action, employment, compensation, benefits and employee relations through subordinate managers. Reviews and approves hiring and salary actions, ensuring compliance with university policy and pertinent laws and regulations. Oversees performance appraisal process and remains informed of any disciplinary actions required. Determines organizational structures, reporting relationships and short and long-term staffing needs.

Negotiates contract or agreement terms, reviews contracts and other legal documents and signs or coordinates execution of same. Liaises with legal counsel concerning all legal matters. Represents dean, vice president, and Chair or hospital senior management in legal matters, as assigned.

Directs the development, enhancement and maintenance of information systems through subordinate management to support operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.

Develops and maintains an effective communication program within the school or administrative division. Ensures the timely reciprocal exchange of information among top management, faculty and staff. Oversees communication plan and preparation of materials needed for high-visibility meetings or events.

Participates in public relations, marketing and fundraising activities. Interacts with donors on behalf of dean, VP, Chair or hospital senior management. Attends events and solicits donations as appropriate. Prepares speeches, reports and proposals and makes formal presentation on behalf of dean, vice president, Chair or hospital senior management.

Directs long-term and short-term planning processes for areas such as 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/administrative division or university priorities. Monitors activities to ensure adherence to plans.

Resolves issues and requests referred to the office of the dean, VP, Chair or Hospital CEO by faculty, staff or students. Meets with concerned parties to discuss requests or complaints and determines best course of action for effective resolution.

Administers facilities and space management functions, including space allocation and scheduling, new building planning and financing, remodeling projects, safety and maintenance, through subordinate management.

Establishes and maintains appropriate network of professional contacts. Maintains currency through professional organizations and publications. Attends meetings, seminars and conferences; makes formal presentations.

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:

Essential:  No
Yes  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:
Master’s degree
Combined experience/education as substitute for minimum education

Minimum Experience:
7 years

Minimum Field of Expertise:
Degree in Business Administration, Accounting, or related field. Management experience in a large, multi-faceted school, corporate or hospital environment. Thorough knowledge of management principles, budgeting, finance, accounting and applicable laws/regulations.

Preferred Experience:
10 years

Skills:  Other:
Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Development/fundraising
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Staff development
Teaching/training

**Skills: Machine/Equipment:**

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

Manages through multiple layers of subordinate supervisors.

**Supervises: Nature of Work:**

- Administrative
- Managerial
- Professional/Paraprofessional
- Project Management

**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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