UNIVERSITY OF SOUTHERN CALIFORNIA

Clinical Administrator

Job Code: 111097

Grade: J
OT Eligible: No
Comp Approval: 4/1/2015

JOB SUMMARY:
Administers and manages a comprehensive academic, clinical and research program for a clinical unit or division of a clinical department. Bears direct responsibility for personnel administration, budget, marketing and public relations related to the unit or division. Manages budgets, contracts and grants and private practice earnings in accordance with departmental policies and procedures.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

--- --- 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. Participates in budgetary and resource allocation decisions. Provides financial status reports as needed. Performs financial analysis as requested or required.

--- --- Administers personnel functions for the unit for USC and affiliated institutions. Ensures security and confidentiality of faculty and staff records. Oversees staff recruitment, staff development, career succession planning and benefits programs. Coordinates payroll activity for faculty, staff and residents. Coordinates disciplinary actions for faculty and staff.

--- --- 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.

--- --- Develops and implements program policies unique to the unit or division in conjunction with relevant hospital administrators, departments and University staff.

--- --- Assists department as directed or approved with consultations and interfaces with medical groups, physicians, HMO's, PPO's and IPA's to promote programs and develop visibility.

--- --- 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.

--- --- Develops and maintains effective communication program within the unit. Ensures timely reciprocal exchange of information between the unit/division, chief/director 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 university Public Safety Department. 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: 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:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Management experience in a multi-faceted or specialized medical environment.
Knowledge of financial accounting and/or financial management.

Preferred Education:

Master's degree

Preferred Experience:

5 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Networking
Organization
Planning
Problem identification and resolution
Public relations
Research
Scheduling
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:
Supervises employees who do not supervise.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Professional/Paraprofessional

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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