UNIVERSITY OF SOUTHERN CALIFORNIA

Digital Imaging Manager

Job Code: 141055

Grade: TJ
OT Eligible: No
Comp Approval: 9/10/2008

JOB SUMMARY:
Manages the daily operations of the imaging lab including digitization and archiving of materials and project activities. Oversees coordination of work-flow processes for digital object creation, maintenance and quality control. Assists senior management with short and long-term planning, quality assurance of imaging projects, project evaluations and proposals for new projects. Supervises staff and student workers, as assigned.

JOB ACCOUNTABILITIES:

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Manages the daily operations of imaging lab including digitization and archiving of materials and project activities. Oversees the coordination of work-flow processes for digital object creation, maintenance and quality control. Determines alternative scanning techniques based on condition of material or technological limitations. Assists senior management with short and long-term planning, quality assurance of imaging projects, project evaluations and proposals for new projects.

______ ______ Recommends project and departmental goals and objectives. Communicates goals and objectives to staff. Reassesses or redefines project priorities as appropriate in order to achieve performance objectives.

______ ______ Consults with faculty, staff and peer institutions on project implementation. Assists management in developing project schedules; planning and estimating staff and other resource requirements.

______ ______ Supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

______ ______ Schedules, assigns and prioritizes work based on resources and special requests from faculty and/or departments. Trains staff and student workers on handling materials, imaging and post-production techniques and utilization of digital imaging tools.

______ ______ Provides technical expertise in digital imaging for functions supervised. Serves as a key resource for faculty, staff and student workers regarding digitization and archiving matters. Coordinates with departments to ensure delivery of optimal services.

______ ______ Monitors the functionality of computers and imaging equipment. Resolves technical problems encountered by staff and student workers. Installs and troubleshoots software and hardware.

______ ______ Gathers and provides financial data to develop the budget. Provides forecasts or projections, as requested.

______ ______ Assists with obtaining vendor proposals for hardware, software and technical services. Analyzes proposals and makes recommendations.
Assists in developing, implementing and interpreting departmental operating policies and procedures. Coordinates the dissemination and implementation of policies and procedures.

Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.

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: ☐ 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:

Bachelor's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

3 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:


Preferred Field of Expertise:

Proven expert in use of high-resolution digital imaging tools and processes including digital SLR cameras, 4x5 cameras, lenses and scan backs, multiple-shot digital backs, film-scanners, flatbed scanners, high-volume scanners, digital-video cameras, and related software and computer hardware.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Staff development
Supervisory Skills
Teaching/training

Skilled in:

Troubleshooting

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Digital cameras
Fax
Personal computer
Personal mobile communication devices
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Professional/Paraprofessional
Technical

Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems

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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