UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Driver/Security Specialist/
Administrative Assistant

Job Code: 147040

Grade: J
OT Eligible: Yes
Comp Approval: 2/25/2016

JOB SUMMARY:
Has responsibility for safely driving the university president, family members and guests to specified designations to free up time for the president to devote to presidential duties. Provides a variety of administrative and clerical support for the Office of the President such as assisting with special projects and reports; researching, gathering, and organizing data; preparing correspondence; maintaining filing systems; photocopying, faxing and scanning materials and documents; sorting and distributing mail, etc. Serves as a liaison to the Department of Public Safety to create and implement an effective safety and security program including watching for and reporting irregularities, such as security breaches, facility and safety hazards, and emergency situations; remaining alert for presence of unauthorized persons and/or security violators; and conducting regular vehicle safety inspections and maintenance checks. This is an unarmed position that does not act in the capacity of a law enforcement officer, and has no arrest or apprehension powers.

JOB ACCOUNTABILITIES:

**E/M/NA % TIME**

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Drives the university president, family members and guests to specified designations to free up time for the president to devote to presidential duties. Accompanies the president on certain business trips, meetings, and social functions. Provides escort services, as necessary. Meets, greets and interacts professionally with faculty, staff, students, VIPs, and the general public. Maintains poise while demonstrating exceptional customer service skills. Coordinates with executive administrative staff to organize president's itinerary. Determines route selection. Runs errands and transports documents, messages and packages that may be highly confidential or sensitive in nature. Maintains schedules, logs or records of travel, appointments and events. Conducts daily pre and post trip vehicle safety inspections. Conducts weekly maintenance checks and maintains records. Identifies and follows up on necessary maintenance and repairs to ensure that vehicles are kept in safe operating condition.

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Provides a variety of administrative and clerical support to presidential staff. Assists with special reports, studies and projects, as requested. Researches, gathers and organizes data and supporting information for departmental reports, studies and/or projects, as needed. Coordinates distribution of related materials, as appropriate. Assists with monitoring inventory and ordering supplies and equipment, as requested. Prepares a variety of business correspondence and related materials, as necessary. Assists with answering telephones; taking messages; providing routine information to faculty, staff and students; maintaining filing systems; assisting with maintenance of a variety of office machines; photocopying, faxing and scanning materials and documents; sorting and distributing mail, etc. as needed.

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Has responsibility for creating and maintaining a positive work environment, ensuring the confidentiality of all office and presidential matters, emphasizing trust, quality, high ethics, and a strong customer orientation.
Serves as liaison to University Public Safety Department and other departments to create and implement an effective safety and security program to proactively and innovatively prevent and/or mitigate risk. Establishes arrangements for security for presidential events. Provides interpretation of university public safety policies and procedures to representatives of local agencies and the general public as required.

Conducts threat analysis, anticipates and resolves obstacles to success, and performs the function of protecting with the minimal disturbance. Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations. Remains alert for the presence of unauthorized persons and/or security violators; approaches suspicious persons as appropriate and may confront violators, as required. Contacts emergency responders, such as police, fire, and/or ambulance personnel as required. Makes decisions regarding problems, issues and/or emergencies and is accountable for these decisions. Acts as official representative of the university as required.

Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

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 work experience and education as equivalent

**Minimum Experience:**

- 2 years

**Minimum Field of Expertise:**

- Prior public security or campus safety experience

Valid California Driver’s license, excellent safety record, and ability to exercise safe driving judgment. Excellent map-reading and GPS skills. Must possess excellent communication skills. Ability to react calmly and effectively in emergency situations. Ability to detect problems, respond appropriately and report information to appropriate
personnel when necessary. Requires independent judgment and decision making. Must have in-depth knowledge of crisis management and emergency planning experience.

Pre-employment and continued employment qualifications include not having medical problems or conditions that preclude individual from driving; not having had more than one moving violation in the previous 12 months, or any suspension or revocation of license in the previous five years or any conviction for driving under the influence of alcohol or drugs.

Preferred Experience:

3 years

Skills: Administrative:

Answer telephones
Compose letters
Draft routine correspondence
Gather data
Input data
Knowledge of scanning techniques and digital file formats
Maintain filing systems
Maintain logs
Understand and apply policies and procedures
Use database and/or word processing software
Use of navigation system in vehicle(s)

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Customer service
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Research
Scheduling

Skills: Machine/Equipment

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Navigation system
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

Comments:
Will be required to meet dress code as specified by the president.

Must be available for driving assignment after normal working hours and on weekends to accommodate the president's appointment schedule.

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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