UNIVERSITY OF SOUTHERN CALIFORNIA

Administrative Manager
(University Hospital)

Job Code: X3918

Grade: 00
OT Eligible: No
Comp Approval: 5/15/2012

JOB SUMMARY:
Manages the administrative and financial operations in a large academic, research, clinical or administrative program or department of the university including planning and scheduling; developing and monitoring electronic information systems; developing, implementing, monitoring and evaluating department administrative systems and procedures; personnel administration; payroll and budget development and administration. Reports directly to the director/chair and acts as principal senior staff advisor to the director/chair concerning administrative and financial matters.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Organizes and manages day-to-day departmental administrative and operational functions. Reviews, prioritizes, analyzes and responds to correspondence and incoming calls directed to director/chair. Researches requested information and takes necessary actions to address issues and resolves problems as appropriate.

Advises department committees with implementation of new programs and changes. Coordinates paperwork and submits to university committees for approval and implementation. Manages special projects for the director/chair.

Directly supervises department staff, work study students and casual workers. Recruits, interviews, hires, provides training and technical supervision. Evaluates employee performance, provides guidance and feedback to staff. Counsels and disciplines employees as required. Makes recommendations for promotions, terminations and salary decisions to director/chair in accordance with university policies. Recommends and monitors the professional development opportunities for staff. Maintains staff records.

Develops and manages budgets. Authorizes expenditures, monitors account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepares financial reports as required. Analyzes data for trends or conclusions and presents results and recommendations to director/chair. Directs ongoing purchasing activities.

Coordinates and assembles confidential documentation. Ensures completeness and accuracy of the documentation for submission to department, school and/or university for review, vote and/or approval. Maintains confidential files. Coordinates and monitors distribution of confidential materials.

Serves as central information resource and advises on departmental and university policies and procedures. Researches information, as requested, and relays official interpretations. Maintains currency on revisions to department, school, and/or university policies and procedures. Prepares appropriate paperwork for new appointments, supplemental salaries and adjustments.
Evaluates and resolves problems. Makes reference to appropriate university office for additional services/counseling. Liaises with other offices to facilitate problem resolution.

Acts as liaison between director/chair and sensitive, confidential or high-profile contacts outside of the department. Plans and coordinates special events such as fund-raisers, conferences, lectures and/or seminars. Develops promotional materials. Negotiates with vendors for sites, facilities, guest accommodations and meals, and other goods and services.

Participates in contract and grant proposal development. Researches and identifies funding sources. Communicates agency requirements and deadlines and develops internal schedules for tracking proposal development and response. Ensures compliance with agency requirements. Prepares pro-forma budgets. Coordinates production of materials and reviews final product for quality. Establishes budgets, and monitors and reports expenditures. Interacts with university contract and grant administrators and agency representatives to provide information, resolve questions or problems and coordinates on-site visits.

Administers use of facilities, equipment and space, as well as maintenance and repair of existing facilities and equipment.

Establishes and maintains appropriate network of professional contacts.

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.

**HOSPITAL POSITION REQUIREMENTS**

Essential: ☐ No
JOB QUALIFICATIONS:

Minimum Education:

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

Minimum Experience:

- 5 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

- Experience in supervising administrative operations of multi-faceted department, preferably within a university setting.

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.
- Negotiation
- Organization
- Planning
- Problem identification and resolution
- Project management
- Research
- Scheduling
- Staff development

Yes Employee maintains required applicable licensure, certification, education, annual health screening and other applicable hospital or job specific requirement (BLS, ACLS, CPI, etc.). Fire and Safety card must be presented upon hire or within first 90 days of hire and maintained by renewing before expiration date. Annual Health Assessment (PPD) and other Employee Health requirements done before due date. Annual Review Module completed on time in past 12 months, if applicable. Use of standard precautions in all patient contact and adherence to infection control measures/practices throughout hospital and in assigned duties. Maintains the confidentiality of patient information and protects confidential and proprietary information about employees and university. Compliance to appropriate regulatory standards.
Supervisory skills
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 and/or student workers.

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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