Supervises the daily operations of the Photography and Media Services department. Establishes department performance standards. Coordinates patient care/patient flow within service. Collaborates with physicians, staff and other departments to enhance services and advance image technology. Oversees purchasing and inventory of department equipment and supplies. Supervises department staff. Develops and provides resident and fellow in-service/orientation for the Photography and Media Services department.

**JOB ACCOUNTABILITIES:**

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| Directly supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Assigns, schedules and prioritizes workload. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required. |
| Develops alliance with university audio visual departments to expand available services and minimize expenses. Collaborates with physicians, staff and other departments to enhance services and advance image technology. |
| Supervises photography patient billing in coordination with Estele Doheny Eye Medical Group, Inc. (DEMG) finance and billing company. |
| Oversees purchasing and inventory of department equipment and supplies including camera, audio visual equipment, film, chemical, pharmaceutical and medical supplies. Negotiates costs with suppliers when purchasing equipment. |
| Assists in budget preparation and administration. Makes recommendations based on department needs. Tracks and monitors budget expenditures. Approves and disapproves expenditures. Ensures appropriate inventory of supplies, equipment maintenance and service needs. |
| Develops and implements policies and procedures to meet goals and objectives of the department. Disseminates policies and procedures and provides interpretations as required. |
| Develops and provides resident and fellow in-service/orientation for the Photography and Media Services department. |
| Provides ophthalmic and general photographic services to document and diagnose ocular disease. Oversees photography for clinic and research publications, presentations and posters. |
Coordinates the dictation and transcription of fluorescein and indocyanine green (ICG) angiography.

Participates in special assignments or short-term projects as needed. Gathers various materials and data for special reports and special projects.

Provides a current computer log of photography patients for clinic and research purposes. Ensures required archiving and managing patient angiography records.

Provides patient angiogram processing and dictation service for referring ophthalmologists.

 Recommends pricing for non-clinical photography and audio visual services provided by department. Works in collaboration with university finance department in invoicing for services. Recommends and supervises implementation of pricing and invoice for angiogram service to referring ophthalmologists.

 Oversees audio visual services for all Doheny Eye Institute (DEI) conference rooms and maintains equipment. Evaluates new department equipment for clinical and research purposes. Has responsibility for repair and maintenance of cameras and equipment. Negotiates equipment loans.

 Attends seminars and professional association meetings to maintain currency with new developments in the field. Establishes and maintains an active 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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Specialized/technical training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

Preferred Field of Expertise:

Certified Retinal Angiographer (CRA).

Skills: Other:

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.
Leadership
Negotiation
Networking
Organization
Photography/darkroom techniques
Problem identification and resolution
Research
Scheduling
Staff development
Supervisory skills
Teaching/training

Skills: Machine/Equipment:

Audio/Visual equipment
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Digital cameras
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:
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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