UNIVERSITY OF SOUTHERN CALIFORNIA
Supervisor, Ophthalmic Technology Services
Job Code: 187461

Grade: HG
OT Eligible: No
Comp Approval: 4/12/2011

JOB SUMMARY:

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>


| ______  | ______ |

*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.*

| ______  | ______ |

*Supervises technical services patient billing in coordination with finance and billing departments. Recommends pricing and implements billing system for non-clinical photography and audio/visual services provided by the department and angiogram processing service to referring ophthalmologists.*

| ______  | ______ |

*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.*

| ______  | ______ |

* Oversees technical services for clinic and research publications, presentations and posters.*

| ______  | ______ |

*Coordinates the dictation and transcription of fluorescein and indocyanine green (ICG) angiography. Documents services provided.*
Participates and attains certification in clinical trials. Ensures adherence to protocols and standards.

Provides patient angiogram processing and dictation service for referring ophthalmologists.

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:**

E: 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:**
- Ophthalmic Technician (COT) and required within nine months of employment.

**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:

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.

The University of Southern California is an Equal Opportunity Employer