

UNIVERSITY OF SOUTHERN CALIFORNIA
Assistant Secretary of University and Executive
Administrator

Job Code: 111067

Grade:	M
OT Eligible:	No
Comp Approval:	12/3/2004

JOB SUMMARY:

Serves as Assistant Secretary of the University. Assists in the maintenance of all corporate records, consistent with the Corporations Code of the State of California. Administers the operation of the Office of the Secretary of the University and Office of the General Counsel. Oversees administrative functions to include planning and scheduling, budget development and administration, personnel administration, policy development, supervision and information systems development.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Serves as Assistant Secretary of the University. Interacts with trustees, senior officers and the President's Office in planning, coordinating and organizing board and committee meetings, activities, etc. and maintaining corporate records. Oversees maintenance of official records of all activity by the Board of Trustees and its committees. Records meetings and drafts minutes of all the meetings of the Board of Trustees and the Audit and Compliance, Board Personnel, Business Affairs, Executive, Finance and Investment Committees of the Board of Trustees. Maintains chronological record of University bylaws and ensures posting of updated bylaws to the University's web site in a timely manner.
_____	_____	Administers operations of executive's office including functions such as supervising staff, managing electronic information systems, authorizing acquisitions, overseeing maintenance and repair of equipment and facilities, and ensuring department's conformity to University policies and procedures.
_____	_____	Manages special projects of significant complexity. Oversees legal research, compilation of data from various reference sources and data analysis. Develops conclusions and recommendations and guides the formatting of results. Drafts bylaws, articles, policies of the board, resolutions, disclosures and Secretary of State filings.
_____	_____	Resolves complex departmental problems and issues. Analyzes departmental operations and prepares reports including conclusions and recommendations for change.
_____	_____	Directs budget and financial activities for operations. Makes major budgetary and resource allocation decisions. Approves all expenditures and ensures the generation of detailed financial reports. Analyzes financial data for trends and develops forecasts.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

7 Years

Minimum Field of Expertise:

Experience in managing administrative operations of a multi-faceted department. Thorough knowledge of management principles, budgeting, and applicable laws/regulations. Demonstrated very strong writing skills.

Preferred Education:

Master's Degree

Preferred Experience:

10 Years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Creative writing and editing
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Teaching/Training

Skills: Machine:

Adding Machine
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Personal Computer

Supervises: Level:

Supervises employees and student workers

Supervises: Nature of Work:

Administrative

Clerical/Secretarial

Comments:

This position requires strong organizational skills to address, prioritize and coordinate multiple problems and activities concurrently.

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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