

TESTING RESULTS MANAGER



REPORTS TO:

General Counsel

DIRECT SUPERVISOR OF:

N/A

JOB SUMMARY:

Oversees and is responsible for administration of testing results program development.

RESPONSIBILITIES:

- Responsible for the management, notification, tracking and filing of all athlete test results and records.
- Responsible for sending notification to athletes, National Governing Bodies (NGB's), International Federations (IFs), World Anti-Doping Agency (WADA) and the United States Olympic Committee (USOC) in accordance with USADA's protocol.
- Ensure the security and confidentiality of all results records.
- Arrange and coordinate all Anti-Doping Review Board (ADRB) communications including compensation payments and necessary documentation packets as required.
- Coordinate results distribution and receipt confirmation with laboratory.
- Manage results data to ensure accuracy and quality utilizing internal databases.
- Handle administrative review panel calls for whereabouts failures.
- Maintain statistics and prepare reports as requested for internal and external stakeholders.

General

- Maintain confidentiality at all times.
- Recommend necessary updates and revisions to USADA protocol and procedures as related to Legal Affairs division.
- Projects and other duties as assigned.

REQUIRED QUALIFICATIONS:

- B.S. / B.A. degree.
- Minimum 3 years work experience in program / project management.
- Minimum of 1 year work experience in staff management, supervision, and process creation.
- Demonstrated data management and analysis utilizing MS Excel.
- Excellent oral and written communication skills.
- Ability to work with various levels of management.
- Ability to multitask, meet deadlines and to work accurately under pressure.
- Excellent organizational skills and attention to detail.
- Ability to interact with internal and external customers.
- Ability to work in a diverse team environment.
- Ability to work flexible hours and travel as needed.
- Proficiency in MS Programs (Word, Outlook).

DESIRED QUALIFICATIONS:

- Knowledge of legal procedures and terminology.
- Paralegal experience.
- Work experience in athletics and sport.

Core Competencies

Leadership / Effective Management –

Provides direction, takes charge, initiates action and motivates others to work towards a common goal and results

- Act as a role model in the organization
- Represent the organization in the utmost professional manner
- Create enthusiasm and motivates others within the organization
- Include staff in planning, decision-making, facilitating and process improvement (if applicable)
- Make self available to staff (if applicable)
- Develop subordinates' skills and encourages growth (if applicable)
- Responsible for building a positive team environment

Assist and Support Upper Management –

Supports efforts established by the organization and follows through as they relate to the division and / or the organization

- Facilitate and deliver tasks, projects or programs as they relate to the division and/or organization
- Take initiative and demonstrate commitment to the organization
- Adhere to policies and procedures set forth by the organization
- Support and practice the policies and procedures to all staff members in the organization
- Represent the organization with professionalism and integrity
- Maintain confidentiality at all times

Project / Program Management –

Analyzes, researches, plans, develops, implements and maintains tasks, projects and / or programs related to the division and / or the organization

- Convey a sense of urgency and drive toward results.
- Ability to assess and identify.
- Ability to analyze / research and process information without overlooking important details.
- Ability to explore options.
- The ability to execute a project plan to delivery and maintain program functions as necessary.
- Complete work in a timely manner.

Fiscal Responsibility (if applicable) –

- Contribute to long-range budgetary planning.
- Develop plans and programs in line with approved budget.
- Consider strategies to reduce program costs and/or identifies potential for alternate funding.

Planning & Process Efficiencies –

Structures activities to maximize productivity and efficiencies

- Ability to organize and plan
- Allocate time efficiently and establish appropriate timetables
- Obtain and allocate appropriate resources in order to get things done and assign/delegate responsibilities
- Continuously seek to improve process and efficiencies (i.e., continuous improvement)

Communication Skills –

Articulates thoughts, ideas and objectives clearly and concisely so that others understand both orally and written

- Communicates effectively, both verbally and in writing
- Communicates effectively while conducting presentations
- Provide effective and accurate documentation
- Demonstrate written abilities in newsletters, manuals, correspondences, policies and procedures, seminars, conferences, events, training, reports and various other writings as assigned or necessary
- Ability to listen to others with their ideas and opinions as well as fact
- Give clear and honest feedback
- Communicate effectively when representing the organization internally and externally

Other Core Competencies –

General Core Competencies as assigned

- Manage and oversee the database updates
- Provide updates for the Web site as it pertains to the division and / or the organization
- Projects and other duties as assigned