



USC University of
Southern California

Director, Software Engineering Job Description

JOB INFORMATION

<i>Job Code:</i>	166365
<i>Job Title:</i>	Director, Software Engineering
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	IT Management
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Oversees the development, releases, and maintenance of software engineering applications according to business needs and strategic visions. Directs cross functional coordination and architecture discussions. Mentors team members and directs resource allocation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	Computer Engineering	Or
	X	Bachelor's degree	Electrical Engineering	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		10 years	of experience with programming and documentation procedures, methods and operator instructions.	
	X	12 years	of experience in IT/programming.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven experience in leadership/management roles.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Comprehensive knowledge of Amazon Web Services and related technologies/methodologies (e.g., agile/scrum, DevOps, incremental delivery). Experience performing and leading unit tests, systems integration, and user acceptance.
X		Demonstrated experience with one or more relevant programming languages, able to gain needed contexts for domains. Experience developing and deploying prototypes to scalable pipelines and applying software development lifecycle principles.
X		Demonstrated ability to interpret and apply scalability, reliability, and software engineering best practices (e.g., version control, testing, developer and end-user documentation).
X		Substantial knowledge of security concepts, familiarity with secure code development techniques, and understanding of automated solutions.
X		Ability to work independently on complex programming.
X		Excellent organization, planning, analytical and problem-solving skills.
X		Experience weighing economic costs and values objectively, supporting coworkers on a project basis, and contributing to discussions in a civil manner.
X		Excellent written and oral communication skills, able to provide both detailed information as well as summaries to varied audiences.
X		Ability to build strong, positive working relationships and rapport with diverse groups of team members.
	X	Proficiency with Python, Javascript, C/C++, Java, Ruby and/or other advanced programming languages.
	X	Experience with Unix/Linux programming and/or administration.
	X	Experience in higher education.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Analyzes, designs, and drives solutions for major software engineering components and application features. Provides vision and high-level direction, developing holistic strategies for delivering service quality and continuous organizational and multifunctional process improvements. Oversees consistent and reliable service delivery across the university.				
Oversees the development of core platform infrastructure (e.g., scalable systems and services) and resource allocation. Directs cross-functional coordination, architecture discussions and prioritization planning activities in highly collaborative environments. Evaluates, recommends and oversees vendors.				
Monitors performance metrics and the scope and effort required to complete complex projects. Ensures compliance by defining service standards and establishing policies and procedures to guide daily operations and strategic planning initiatives.				
Establishes governance for enterprise applications through the implementation of standards, procedures and quality measures. Participates in governance boards, councils, meetings, and campus-wide technology initiatives to understand current and future business needs. Communicates the importance of and sensitivity around risk identification, mitigation, and remediation.				
Directs resource allocation, and creates, plans, administers, monitors, and reconciles budgets. Stays current with technology, industry standards, and best practices. Works closely with leadership to identify, implement, and support leading, cost-effective solutions, and anticipates impact on departmental/university software services.				
Accountable for staff development, mentoring team members to help them achieve career growth goals. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.