



Senior Director, Information Technology Job Description

JOB INFORMATION

<i>Job Code:</i>	168020
<i>Job Title:</i>	Senior Director, Information Technology
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Information Services
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs the implementation and maintenance of the overall information technology infrastructure at large departments/schools. Oversees multiple areas (e.g., hardware, software, database analysis), proactively and holistically guiding the enterprise through transformational optimization initiatives. Builds cost-effective and efficient systems and oversees security solutions (e.g., firewalls, intrusion protection, disaster recovery). Leads the development of system guidelines, policies and procedures. Monitors the university's operational requirements and resources, ensuring system stability and integrity.

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		In
	X		Business Administration	Or
	X		Computer Science	Or
	X		Electrical Engineering	Or
	X		in related field(s)	
	X	Master's degree		
	X	Master's degree		In
	X		Business Administration	Or
	X		Computer Science	Or
	X		Electrical Engineering	Or
	X		in related field(s)	

Additional Education

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

X 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		5 years	in leadership roles managing IT enterprises and/or software development cycles.	
	X	12 years		

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
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience delivering/enabling available, scalable and secure enterprise deployments.
X		Extensive expertise in software architectures, design, frameworks and infrastructure.
X		Demonstrated knowledge of data architectures, n-tier design and e-business technologies (e.g., enterprise application integration, API gateways, middleware).
X		Excellent written and oral communication skills, able to interface and communicate with all levels of management and internal/external customers.
X		Demonstrated experience developing business processes, managing staff, budgeting, and/or overseeing administrative operations.
X		Experience with application software development methodologies, techniques, processes, and tools.
X		Proven ability to relate technical issues to non-technical leadership and staff.
X		Demonstrated analytical, problem solving and planning skills.
	X	Experience with Agile development methodologies (e.g., Scrum, Kanban).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Enterprise Architecture Frameworks

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs and coordinates IT programs and activities (e.g., educational technology, equipment installation/repair, digital media services). Drives architecture practices, operating standards and governance processes to orchestrate optimal outcomes. Identifies innovation opportunities, develops roadmaps, and modernizes portfolios to meet business demand and stakeholder needs.				
Manages IT operations and strategic planning (e.g., organization, negotiating resource allocation). Collaborates with leadership to formulate and deploy long-term strategies for acquiring and enabling efficient and cost-effective technologies. Develops and oversees budget administration.				
Oversees architectural assessments and unbiased analyses of decisions and disruptive factors impacting systems, costs, timelines and other key variables. Manages the dissemination, management, repair and destruction of digital documentation/media.				
Acts as a trusted advisor to leadership and relevant stakeholders seeking recommendations for balancing and prioritizing operational demands, disruptions, and opportunities with longer-term strategies. Serves on and/or leads varied committees and task forces as assigned.				
Provides user training/support for hardware, software and peripherals. Stays current with emerging technologies, industry trends and modernized best practices. Ensures leadership and key stakeholders are informed in a timely manner of pertinent regulatory changes affecting operations.				
Responsible for hiring, overseeing, coaching and mentoring staff. Conducts and manages staff development and performance appraisals. Provides guidance to project teams, ensuring overall fit with priority strategies. 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/			

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.