



Director, Strategic Planning and Analysis (ITS) Job Description

JOB INFORMATION

<i>Job Code:</i>	165764
<i>Job Title:</i>	Director, Strategic Planning and Analysis (ITS)
<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

Collaborates with a broad range of crossfunctional teams to take ownership and accountability for ITS strategic technical roadmaps, Deputy Chief Information Officer (DCIO) project initiatives, and continuous improvement. Measures success on DCIO ITS initiatives and projects, communicates results and impact to stakeholders, and highlights opportunities to drive innovation and deliver the greatest value to the university. Models and cultivates the ITS culture, values and behaviors.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Finance	
	X	Master's degree	Business Administration	Or
	X	Master's degree	Finance	

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		6 years	
	X	10 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

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Extensive knowledge of the higher education industry, and how technology enables its missions.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in thought leadership, change management and project management.
X		Expertise in defining key performance indicators (KPIs), business modeling, and visualization of data to leverage broad data sets and generate critical business insights aligned to organizational goals.
X		Ability to understand and work with large, complex IT systems.
X		Extensive experience in Microsoft Office suite (e.g., Word, PowerPoint).
X		Strong analytical and modeling capabilities (e.g., advanced Excel and data skills, familiarity with SQL, ability to work with large datasets, fluency with analytical and statistical modeling techniques).
X		Strong communicator with experience presenting technical topics in a business-oriented fashion to non-technical audiences and the ability to conduct executive-level presentations.
X		Highly functional in a dynamic, challenging environment, with the ability to anticipate and aggressively remove obstacles that slow down or prevent projects or programs from delivering on objectives.
X		Ability to interpret, analyze and apply pertinent policies, procedures, regulations, and requirements.
X		Expert in developing positive working relationships and a strong rapport with colleagues, customers, and stakeholders.
	X	Extensive experience in higher education.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Leads and successfully executes ITS DCIO strategy through strong collaborative and agile leadership; enables steering committees to drive solution outcomes by defining and developing strategic plans, roadmaps, and reporting cadence.				
Establishes and maintains trusted relationships with customers, partners, and ITS departments to build an information technology roadmap that responds to the business vision, goals, and strategy of the university; demonstrates an in-depth knowledge of IT and the ITS service catalog, and communicates how IT solutions can support the achievement of short- and long-term strategic goals.				
Works closely with peers and the leadership team to develop implementation strategies, success metrics and key performance indicators (KPIs); ensures business needs and stakeholder expectations are addressed by technical solutions from a conceptual standpoint.				
Leads efforts to complete Request for Information (RFI), Request for Proposal (RFP), Request for Quote (RFQ) and Request for Bid (RFB) proposals to support vendor selections that align to business and technical strategy.				
Drives department-level strategic business planning by providing consulting support, templates, resources, and thought leadership to directors; delivers counsel for managing resources, processes, and systems to support sustainable growth and improve the value delivered to students, faculty, and staff.				
Facilitates business planning and strategy meetings by standardizing and centralizing all business development tools and end-to-end processes to mitigate pain points; provides input on the prioritization of IT initiatives based on organizational needs, strategy, workload, and budget.				
Identify and develop opportunities for continuous improvement by leveraging expertise, industry trends, leading practices, and extensive knowledge of ITS process, roles, and procedures to ensure the best possible outcomes.				
Contributes to an inclusive environment and sense of belonging. Actively embodies ITS values and behaviors including strong ethics and high integrity. Builds a culture of trust, authenticity and transparency across the ITS organization. Shares information broadly, openly and deliberately. Inspires others by maintaining high standards of excellence. Maintains high level of accountability. Challenges the status quo and seeks novel ideas to solve hard problems. Contributed to a harmonious and collaborative work environment, and exhibits best-in-class customer service to the university.				

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/			Yes

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.