



USC University of
Southern California

MIS Director(Decentralized) Job Description

JOB INFORMATION

Job Code:	165707
Job Title:	MIS Director(Decentralized)
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	IT Management
Job Family Group:	Information Technology
Management Level:	4 Administrator

JOB SUMMARY

Manages information systems for a school or administrative or auxiliary department. Oversees staff and operations involved in systems analysis and applications programming, systems programming, technical planning, data administration and security, hardware support and maintenance, documentation, computer and auxiliary operations, client services and training, and quality assurance. Brings specific technical expertise to functions supervised for a hardware/programming-software model and/or cloud services model. Has responsibility for staff supervision, budget development and administration, department short and long term planning, system configuration, vendor management, customer service and satisfaction, and quality assurance.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

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

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 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

Req	Pref	Functional Skills
X		Directly relevant experience administering comparable information systems to be able to provide technical direction to systems development and support staff.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Supervisory and budget experience.
	X	Management experience in a comparably configured systems environment

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directly or indirectly supervises all assigned subordinate staff, usually through other supervisors. Recruits, screens, hires and trains staff. Assesses need for technical and professional growth and recommends development opportunities. Evaluates employee performance and provides guidance and feedback. Counsels and/or disciplines as needed.				
Sets departmental goals and objectives and communicates to staff. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Participates in the planning and administration of departmental and project budgets as assigned.				
Advises management regarding information systems requirements in a hardware/programming-software model and/or cloud services model. Facilitates planning and directs the design, installation, modification and operations of department information systems.				
Evaluates vendor proposals for system upgrades and configuration changes and/or purchases of hardware, software and technical services to assure adherence to specifications. Analyzes proposed projects for feasibility.				
Prepares long and short range plans for applications selection, systems configuration and/or development, systems maintenance, production activities and for necessary support resources, coordinating area efforts with university-wide efforts.				
Plans and recommends changes to the capacity of the operating system or its configuration.				
Reviews and prioritizes systems development and/or system configuration requests. Prepares cost estimates for current and proposed projects, reflecting staff and equipment requirements. Develops project specifications. Plans and coordinates project schedules and related activities. Directs coding, testing, installation, debugging and documentation of systems developments and/or enhancements.				
Plans and implements necessary controls and procedures to protect systems and data from modification, disclosure or destruction. Controls the integrity of data bases by monitoring incoming data and transactions.				
Ensures all information systems products meet standards and user requirements. Tests software and hardware and monitors and resolves problems.				
Oversees the development and maintenance of systems, programming and operations documentation.				
Provides for the development of training materials and programs for department staff and users.				
Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments in field and technology changes. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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.