



JOB INFORMATION

Job Code:	165457
Job Title:	Technical Project Leader, Senior
FLSA Status:	Exempt
Supervisory:	
Job Family:	Technical Project Management
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Provides specialized IT services in the management, coordination, scheduling and delivery of large and/or complex technology-based IT projects. Creates and manages comprehensive project schedules and plans. Defines and maintains scope to ensure changes are formalized through a documented change control process. Supervises project resources to manage the completion of project deliverables.

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.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 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		Industry experience that includes at least 3 years as a project leader managing information technology projects.
X		Broad-based knowledge and experience of information technology.
X		Excellent written and oral communication skills.
X		Excellent data analysis and manipulation skills for the creation and packaging of reports for management.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience managing multiple projects and tasks at the same time.
X		Solid analytical and facilitation skills.
X		Skilled in a variety of desktop software.
	X	Degree in information science or information technology.
	X	Certification in information technology project management.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides specialized IT services in the management, coordination, scheduling and delivery of large and/or complex technology-based specialized IT project(s) driving projects through various stages of the project lifecycle including project initiation, planning, execution and closure.				
Creates and manages comprehensive, realistic project schedules and plans in order to measure, manage and report on the delivery of projects on time and within budget. Reviews and evaluates project progress and recommends specific actions.				
Defines and maintains project scope. Determines need to change project scope and schedules. Manages project scope to ensure that changes are formalized through a documented change control process.				
Supervises project resources, as appropriate, to manage the completion of project deliverables through each stage of the project lifecycle. Schedules and assigns work to team members. Reviews team members' work and makes adjustments as needed.				
Demonstrates techniques, equipment or procedures to others. Maintains quality/quantity standards.				
Builds project teams and identifies stakeholders. Communicates regularly and effectively with stakeholders, technical staff, senior level management and customers regarding project goals, objectives, deliverables, plans and status throughout the project.				
Provides a variety of project management and consulting services in such areas as data analysis, reporting and research including evaluation of software tools, new technologies and process requirements. Conducts research on new technologies as required				
Responds creatively to challenges and negotiations with staff, management, clients and vendors to successfully drive the project to closure.				
Develops and administers project budget. Provides forecasts and projections used to develop budget. Prepares financial status reports, as needed.				
Manages and supports the delivery of project documentation including budgets, business cases, scopes of work, memos of understanding, issue logs, operational turnover documentation and specialty documentation as required by each project.				
Provides leadership, guidance and direction to staff performing similar work.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

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		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.

Other Requirements

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