UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Security Architecture

Job Code: 166189

OT Eligible: No

Comp Approval: 4/1/2020

JOB SUMMARY:

The Director of Security Architecture serves as a subject-matter expert, and is responsible for defining security architecture and delivering a holistic view of security across USC. The director provides key input to defining the university's security architecture, advises on technology implementations that are in-line with defined security architecture guidelines, and is responsible for assessing and recommending security solutions at the enterprise or local level across the university.

JOB ACCOUNTABILITIES:

*E/M/NA	% TIME	
_____	_____	Serves as a subject-matter expert (SME). Provides expertise and directional input on all aspects of information security architecture across the university, is responsible for information security technology selection, and oversees its implementation.
_____	_____	Defines information security architecture strategy, with a roadmap of key deliverables and timelines, and delivers consistently.
_____	_____	Oversees creation of a framework to articulate information security strategies to various audiences (senior technology management, other architecture disciplines, and application, network and systems development groups).
_____	_____	Oversees management of the information security architecture function, and integration with risk assessment processes and activities across the university.
_____	_____	Collaborates cross-functionally with other technology teams and information security policy organizations. Represents the unit or university on internal and external committees, task forces or boards, as assigned. Provides consultation across the university to stakeholders concerning risk management and governance.
_____	_____	Maintains up-to-date knowledge by researching new technologies, hardware and software products, participating in educational opportunities and conferences, and reading professional publications and other tech media.
_____	_____	Participates in the development and administration of the department budget. Approves/disapproves department expenditures. Develops short and long-term budget projections and plans. Provides financial status reports as needed.
_____	_____	Directly or indirectly manages program and administrative staff. Recruits, screens, hires and trains staff, as necessary. Evaluates employee performance, and provides guidance and feedback. Recommends departmental goals and objectives, including workforce planning. Reassesses or redefines priorities as appropriate in order to achieve performance objectives. Recommends, approves and monitors professional training and development opportunities for staff.
		Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No

☐ Yes 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.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's degree

Combined experience/education as substitute for minimum education

Minimum Experience:

8 years

Minimum Field of Expertise:

Ability to perform analysis of current state and provide recommendations on future state security technology solutions and architecture. Strong understanding of technology and systems infrastructure. Ability to drive technical projects to completion. Ability to lead large programs or work across lines of business within complex organizations. Ability to engage with stakeholders, including ability to interact with senior levels of management. Ability to manage multiple tasks simultaneously, handle changing priorities and work independently and in a fast paced environment. Strong written and executive communication, including up to the C-level.

Preferred Education:

Master's degree

Preferred Experience:

10 years

Preferred Field of Expertise:

CISSP preferred. Experience working in a regulatory environment and working in large or federated enterprises, preferably in a university environment.

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Conceptualization and design

Conflict resolution

Consulting

Knowledge of applicable laws/policies/principles/etc.

Managerial skills

Organization

Problem identification and resolution

Project management
Public speaking/presentations

Skills: Technology:

Applications/systems development methodologies
Change management
Configuration management
Database design tools and techniques
Enterprise/information architecture
Network communications technologies
Network design, connectivity and capacity configuration
Operating systems
Project management tools and techniques
Release management
Server applications and hardware
Technical documentation

Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

Administrative
Professional/Paraprofessional
Technical

Comments:

This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

SIGNATURES:

Employee: _____ **Date:**_____

Supervisor: _____ **Date:**_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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