

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Director, Strategic Planning and Analysis (ITS)**  
**Job Code: 165764**

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**OT Eligible:**                **No**

**Comp Approval:**        **4/1/2020**

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**JOB SUMMARY:**

The Director of Strategic Planning and Analysis (ITS) collaborates with a broad range of cross-functional teams to take ownership and accountability for ITS strategic technical roadmaps, Deputy Chief Information Officer (DCIO) project initiatives, and continuous improvement. The director 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. As part of the leadership team, the director models and cultivates the ITS culture, values and behaviors.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

- |       |       |                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 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.

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

**Minimum Experience:**

6 years

**Minimum Field of Expertise:**

Bachelor’s degree in business administration, finance or related field. Extensive knowledge of the higher education industry, and how technology enables its missions. Experience in thought leadership, change management and project management. Expertise in defining key performance indicators (KPIs), business modelling, and visualization of data to leverage broad data sets and generate critical business insights aligned to organizational goals. Ability to understand and work with large, complex IT systems. Extensive experience in Microsoft Office suite, including Word and PowerPoint. Strong analytical and modeling capabilities that include advanced Excel and data skills, familiarity with SQL, ability to work with large datasets and fluency with analytical and statistical modeling techniques. Strong communicator with experience presenting technical topics in a business-oriented fashion to non-technical audiences and the ability to conduct executive-level presentations. 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. Ability to interpret, analyze and apply pertinent policies, procedures, regulations, and requirements. Expert in developing positive working relationships and a strong rapport with colleagues, customers, and stakeholders.

**Preferred Education:**

Master's degree

**Preferred Experience:**

10 years

**Preferred Field of Expertise:**

Master's degree in business administration, finance or related field. Extensive experience in higher education.

**Supervises: Level:**

May oversee staff, students, volunteers, agencies and/or resource employees.

**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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