Serves as a project leader for large and complex software application projects or as a specialist providing technical consulting on complex projects. Formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems. Prepares detailed application design specifications. Oversees program design, coding, testing, debugging, installation, documentation and maintenance. Has full technical knowledge of programming and analysis and instructs, directs and reviews the work of other programming staff.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Serves as project lead or technical specialist for software applications. Establishes project plans and schedules, identifies staffing and resource requirements, and monitors progress providing status reports as required.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Serves as primary liaison to functional users of supported systems. Communicates with users to extract and define needs.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Develops system definition, architecture and detailed needs analysis including hardware and software recommendations.</td>
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<td>______</td>
<td>______</td>
<td>Converts, or oversees conversion of, user needs into system design specifications (e.g., screens, input methodology, data base structure).</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Oversees the design, coding, testing, debugging, installation, documentation and maintenance activities of project staff.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Designs complex applications using coding languages.</td>
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<tr>
<td>______</td>
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<td>Establishes and implements user training programs.</td>
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<td>Serves as mentor to junior level staff.</td>
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<td>Follows protocols and procedures to ensure application security.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Stays informed of changes in technology by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

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

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
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 work experience and education as equivalent

**Minimum Experience:**
- 5 years

**Minimum Field of Expertise:**
- Relevant work experience providing strong technical knowledge of programming and analysis, and senior or lead experience.

**Preferred Education:**
- Bachelor’s degree

**Preferred Experience:**
- 7 years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance Skills
- Negotiation
- Networking
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research
- Scheduling
- Teaching/training

**Skilled in:**
- Applications/systems development methodologies
- Business requirements tools and techniques
- Programming languages
Skills: **Machine/Equipment:**

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis.

**Comments:**

Evening or weekend work may be necessary to meet deadlines or solve specific problems.

**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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