UNIVERSITY OF SOUTHERN CALIFORNIA

Technical Project Leader, Senior

Job Code: 165457

Grade: TK
OT Eligible: No
Comp Approval: 9/30/2013

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 ACCOUNTABILITIES:

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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.

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

**EMERGENCY RESPONSE/RECOVERY:**

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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:**

- 5 years

**Minimum Field of Expertise:**

- Industry experience that includes at least 3 years as a project leader managing information technology projects. Broad-based knowledge and experience of information technology. Excellent written and oral communication skills. Excellent data analysis and manipulation skills for the creation and packaging of reports for management. Experience managing multiple projects and tasks at the same time. Solid analytical and facilitation skills. Skilled in a variety of desktop software.

**Preferred Education:**

- Master's degree

**Preferred Field of Expertise:**

- Degree in information science or information technology. Certification in information technology project management.

**Skills:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
Conceptualization and design
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
Project management
Research
Scheduling
Statistical analysis
Teaching/training

Skilled in:
Applications/systems development methodologies
Database design tools and techniques
Enterprise/information architecture
Incident/problem management
Network design, connectivity and capacity configuration
Operating systems
Project management tools and techniques
Usability engineering

Skills: Machine/Equipment:
Calculator
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.
May oversee student, temporary and/or resource workers.

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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