UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, High Performance Computing and Communications

Job Code: 168021

Grade: TN
OT Eligible: No
Comp Approval: 4/5/2010

JOB SUMMARY:

Has responsibility for advancing and facilitating research technology support, and high-performance computing and networking resources to serve the needs of university faculty, researchers and students. Provides administrative oversight for the high-performance computing center, external networking group, and research support staff. Serves as the chair and facilitator of the research computing advisory committee and ex-officio member of the provost and academic senate’s joint committee on information services (CIS).

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Advances, facilitates and maintains research technology support, high-performance computing and communications, networking resources to serve the needs of university faculty, researchers and students. Provides faculty, researchers and students with the tools and infrastructure to enable cutting-edge research across university disciplines.

______ ______ Develops and maintains an in-depth knowledge of university mission, strategic plans and computing requirements. Establishes a shared vision and strategic plan for research technology, high-performance computing and networking. Develops and oversees the achievement of annual goals. Collaborates with various university office stakeholders to develop strategies and goals including means to increase visibility and recognition of university in research computing, networking and high-performance computing communities consistent with goals of university plan.

______ ______ Provides leadership and oversight for high-performance computing, external networking operations and research technology support staff. Directly or indirectly supervises all staff, usually through subordinate directors, managers, and supervisors. Determines staffing needs based on goals and objectives. Recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within division.

______ ______ Oversees the coordination of recruitment, hiring, and orientation of staff. Oversees training, supervision, and effective deployment of staff to develop and maintain a quality organization of technically talented and service-oriented staff.

______ ______ Develops and manages departmental budget and reviews financial status. Establishes project management methods to ensure adequate monitoring and completion of projects on-schedule and within budget. Provides financial status reports and projections, as needed.

______ ______ Develops formal policies, processes, and procedures, as applicable. Ensures highest of standards and quality are applied at all times.

______ ______ Establishes and maintains partnerships with academic units. Collaborates on proposals to secure extra-mural funding from grants and other sources. Serves as principal investigator on grant applications as required.
Maintains currency on emerging technologies and trends in relation to research, high-performance computing and networking and develops strategies to respond to such trends. Establishes and maintains appropriate network of professional contacts. Attends and participates in leading regional and national conferences.

Represent university at High-Performance Computing Communications (HPCC) and supercomputing conferences. Maintains a presence in leading HPCC professional organizations. Maintains an active professional profile by writing scholarly papers and making presentations.

Maintains currency with, understands and ensures compliance with applicable university and information technical services policies and procedures, and with applicable local, state and federal laws and regulations. Serves on appropriate internal and external committees and task forces as required

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:

10 years

Minimum Field of Expertise:

Directly relevant experience in specialized field. Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.

Preferred Education:

Doctorate

Preferred Field of Expertise:

Progressively increasing sustained leadership, strategic planning and management experience in computers and information technology in a research technology infrastructure; strong leadership, organization, planning and communication skills are essential; evidence of successful planning and implementation of high-performance computers and communications in a complex university environment. Demonstrated understanding of emerging technologies for research computing and networking.

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Facilitation
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Personal mobile communication devices
- Photocopier

Supervises: Level:

Manages through multiple layers of subordinate supervisors.

Supervises: Nature of Work:

- Administrative
- Managerial
- Professional/Paraprofessional
- Service/Maintenance
- Technical
Comments:

Evening or weekend work may be necessary to meet deadlines or solve specific problems. On call 24/7 to manage 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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