

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Assistant Vice President, Administrative Information Services**

**Job Code: 165715**

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**Grade:** TN  
**OT Eligible:** No  
**Comp Approval:** 9/26/2008

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**JOB SUMMARY:**

Serves as the top administrator responsible for developing and managing the university's administrative information technology division, encompassing the financial, budget administration, payroll/personnel and business systems. Directs the operations, services, programs, projects and activities of administrative information, financial and business information systems groups including staff supervision, budget development and administration, short and long-term strategic planning and quality assurance. Oversees operations of Administrative Information Services, Financial and Business Information Systems and all file servers. Oversees maintaining the platform and infrastructure for student information systems. Provides service and support for university-wide systems and users. Serves as a technical expert for Administrative Information Services, Financial and Business Information Systems and is a member of the Information Security Liaison Committee.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

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|-------|-------|--|
| _____ | _____ | Plans, implements and directs operations, services, programs, projects and activities for Administrative Information Services and the Financial and Business Information Systems. Develops goals and objectives for Administrative Information Services and the Financial and Business Information Systems.  |
| _____ | _____ | Oversees the conversion of all administrative information systems from propriety to open based hardware and operating systems.   |
| _____ | _____ | Designs, develops and implements a web-based, university-wide data warehouse.  |
| _____ | _____ | Oversees the enhancement and certification of all administrative information systems and the commencement of the web-enablement of all administrative information systems.   |
| _____ | _____ | Oversees installation, administration, maintenance and continuing development of division's internal information processing systems and ensures compatibility with university systems.   |
| _____ | _____ | Directs administration, review and continuing development of the administrative information system's security needs and ensures compatibility with the academic computer systems. Reviews and assesses information security issues related to major system upgrades or maintenance.  |
| _____ | _____ | Works closely with other systems professionals to identify business needs and solutions and actively applies these solutions to improve the administrative information systems.  |
| _____ | _____ | Directly or indirectly supervises all staff assigned to division, usually through subordinate directors, managers and supervisors. Determines staffing needs based on goals and objectives of division. Determines and/or recommends salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within division. |

- \_\_\_\_\_ Oversees recruitment, hiring, orientation, training and supervision of division's staff. Oversees performance evaluation process, ensuring consistent use of applicable policies and procedures. Counsels, disciplines and/or terminates employees as required.
  - \_\_\_\_\_ Plans, develops and manages division budget. Approves/disapproves expenditures. Provides financial status reports as needed.
  - \_\_\_\_\_ Serves as a member of the Information Security Liaison Committee and collaborates with its members for policy development and eventual policy statements.
  - \_\_\_\_\_ Develops and implements policies, procedures and short and long-term strategic plans to enhance Administrative Information Services and the Financial and Business Information Systems.
  - \_\_\_\_\_ Maintains currency with, understands and ensures division compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.
  - \_\_\_\_\_ Develops, implements and administers plans for effective communications programs within division.
  - \_\_\_\_\_ Serves as technical expert for the university community concerning Administrative Information Services and the Financial and Business Information Services operations, services, programs and/or projects.
  - \_\_\_\_\_ Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents university and division as assigned or as appropriate.
  - \_\_\_\_\_ Oversees inspection, maintenance, repair, refurbishment and replacement of all assigned facilities, furnishings, equipment, etc. Oversees inventory control, records and reports.
  - E   \_\_\_\_\_ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to 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:**

10 years

**Minimum Field of Expertise:**

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

**Preferred Education:**

Master's degree

**Preferred Field of Expertise:**

University management level experience in specialized field

**Skills: Other:**

Analysis

Assessment/evaluation

Budget control

Budget development

Coaching

Communication -- written and oral skills

Conflict resolution

Consulting

Counseling

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)

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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  
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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