

UNIVERSITY OF SOUTHERN CALIFORNIA

Supv Computer Scientist, Sr

Job Code: 199415

Grade:	00
OT Eligible:	No
Comp Approval:	10/1/2008

JOB SUMMARY:

Has responsibility for formulating and conducting research within a major research area. Develops funding and staff to accomplish those goals. Provides scientific and technical leadership. Establishes research directions of national importance. Provides administrative and budgetary management of a research division.

JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>	
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_____	_____	Oversees a major research area. Initiates innovative research programs of national significance. Establishes research directions. Directs, plans, and oversees research strategy.
_____	_____	Develops funding sources and originates research proposals for the purpose of obtaining funding to support leading-edge research.
_____	_____	Applies computer science principles and concepts in planning, coordinating, and executing research objectives. Contributes state-of-the-art technology and theories. May also manage technical development of a research group(s).
_____	_____	Directly or indirectly supervises all staff assigned to research group, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.
_____	_____	Oversees budget and/or finances and other administrative requirements for the division's research projects. Works closely with project leaders to maintain a careful accounting of finances, and ensures research projects' budgets are maintained. Follows up with funding agencies to ensure funding and incrementals arrive on a timely basis.
_____	_____	Serves as a resource for funding agencies and/or other organizations to provide requested or required financial information and reports and/or in matters of technological achievement in a given area.
_____	_____	Reviews and prepares management reports for clients.
_____	_____	Writes articles for publication.
_____	_____	Makes presentations at conferences, participates in workshops and meetings, and collaborates in specific areas of research. Represents university and/or unit, as assigned or appropriate.
_____	_____	Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding technology changes based on developments in field and business needs.

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:

Doctorate

Combined experience/education as substitute for minimum education

Minimum Experience:

10 years

Minimum Field of Expertise:

Advanced degree in computer science or related discipline. Strong managerial skills. Demonstrated record of outstanding research contributions and experience in an area of computer science, proven technical proficiency, exceptional creativity, successful collaboration with others, and independent thought. Demonstrated reputation as an emerging leader in field with sustained performance and accomplishment. Demonstrated ability to conceptualize research directions, exert technical leadership, communicate technical ideas, coordinate individual contributions to a research program, and present research plans and results in a manner that will elicit favorable funding actions.

Preferred Education:

Doctorate

Preferred Field of Expertise:

Nationally recognized reputation for excellence in area of expertise.

Skills: Other:

Analysis

Assessment/evaluation

Budget control

Budget development

Coaching

Communication -- written and oral skills

Conceptualization and design

- Conflict resolution
- Consulting
- Counseling
- Development/fundraising
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Networking
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Staff development
- Statistical analysis
- Teaching/training

Skilled in:

- Applications/systems development methodologies
- Database programming
- Internet standards and protocols
- Mathematics
- Operating systems
- Programming languages
- Scientific programming
- Web scripting and programming languages

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:

Supervises employees and/or student workers.

Supervises: Nature of Work:

- Research
- Technical

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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