



Job Title	Information Technology Architect II	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	7	Job Code	12720

Class Specification – Information Technology Architect II

Summary Statement:	
<p>The purpose of this position is to apply technology, system architecture, and solution standards to business problems. This position is responsible for planning and aligning technology and systems architecture projects to business goals and objectives which support the enterprise and business strategies. The IT Architect II must be proficient in many of the technical aspects of their specific team responsibilities and works closely with the IT Architecture team in order to identify, recommend, develop, implement, and support cost effective technology solutions for all aspects of the enterprise.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
65%	Contributes to architecture roadmaps and designs that meet strategic and operational needs of the enterprise. Contributes to the solving of business problems by performing analysis, preparing recommendations, and providing project leadership and management for successful design and implementation of relevant technology, business process modifications, and enhancements; recognizes the proper course of action to take, communicate, and escalate severe issues as appropriate; and contributes to the engineering design of solutions, ensuring functionality, availability, capacity, system and data security, integration, infrastructure, operations and maintenance, and performance.
35%	Contributes to the cost estimates and support the creation of business cases for IT solutions, considering infrastructure, licenses, development, and support; ensures quality control methods are applied to delivered solutions; coordinates with IT Teams when matrixed support for solution development is required; formulates and executes solutions as assigned by the IT Architecture leads across all multiple current and future service offerings; and drives an end-to-end solution development lifecycle that conceptualizes and drives solutions.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting



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relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in computer science, information management, or related field.

Experience: Three years full-time experience in information technology development.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards



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established by departmental policy.	
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Supervision Exercised:
 Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
 This position has no budgetary responsibility.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, iPhone, iPad, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and may other software programs.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2015