



Job Title	Senior Information Technology Architect	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	11	Job Code	17501

Class Specification – Senior Information Technology Architect

Summary Statement:	
<p>The purpose of this position is to collaborate with the IT leadership team, set strategic direction, and technology and solution standards. This position is responsible for planning, directing, and aligning technology and systems architecture projects to business goals and objectives which support the enterprise and business strategies. The Information Technology Architect will provide leadership to application and systems development professionals, and vendors/suppliers to ensure projects, performance objectives, and deliverables are met. Individuals at this level must be proficient in all technical aspects of their specific team responsibilities. Work closely with the IT leadership team and decision makers in other departments in order to identify, recommend, develop, implement, and support cost effective technology solutions for all aspects of the enterprise. This position requires excellent communication skills and the ability to work diplomatically, remain flexible, and effectively collaborate across technology teams and business units.</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.
50%	Provides architecture roadmaps and designs to meet strategic and operational needs of the enterprise. Solves business problems which include, performs analysis, prepares recommendations, and provides 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, communicates and escalates severe issues as appropriate; and leads the engineering design of solutions, to ensure functionality, availability, capacity, system and data security, integration, infrastructure, operations, maintenance, and performance.
25%	Estimates cost and support the creation of business case for IT solutions, considers infrastructure, licenses, development, and support; ensures quality control methods are applied to delivered solutions; coordinates with IT Team Supervisors when matrixed support for solution development is required; formulates and executes solutions for customers across all multiple current and future service offerings; and drives an end-to-end solution development lifecycle that conceptualizes and drives solutions.



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25%	Communicates highly technical information to both technical and non-technical personnel; develops, maintains, and continually improves relationships and partnerships with customers, stakeholders, peers, partners, teammates, direct reports, vendors, and suppliers; and supports a service management culture across the technology organization.
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Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
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: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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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 technology, or a related field.

Experience: Five years of full-time responsible experience in information technology development.

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

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

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



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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, plotter, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

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