IT ARCHITECT/ENGINEER

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

|  |  |
| --- | --- |
| **FUNCTIONS** | **TASKS** |
| Support | * Resolves issues for existing technical design and architecture as they arise.
* Fields technical inquiries from other constituents.
 |
| Project Management | * Leads cross-functional teams.
* Manages complex projects. Develops project plan, manages milestones, and drives project forward. Accountable for keeping project on track.
* Communicates with senior leadership regarding project milestones, risks, and other issues.
* Assigns and distributes resources (e.g. personnel, effort, expenditures, vendors, etc.).
* May serve as a matrix system supervisor during the project duration.
* Implements change management procedures and provides training or advises on training associated with the change management projects.
* Assesses system requirements and cost.
* Tracks organization and application portfolios and assists project teams to shape architectures consistent with the platforms, roadmaps, and standards for architecture designs.
 |
| Development/Programming | * Administers the integration of computing applications and provides overall direction of the IT architecture, to include: storage, servers, networking, data centers, and various software‐based systems for on‐premises, private‐cloud, or public‐cloud services.
* Resolves issues to ensure all components of a technical design are correctly incorporated.
* Drives technological features of the work stream to add additional features while leveraging the past architectural designs; enhancing without compromising.
* Plans and designs new infrastructures.
 |
| Security | * Anticipates security breaches and potential vulnerabilities and make recommendations for and/or determine best practices to comply with internal/external information security policies and standards.
* Creates metrics for potential vulnerabilities and presents to advisory board, leadership, etc
 |
| Quality Control & Reporting | * Provides technical support and quality control through all phases of a project.
* Evaluates performance metrics to ensure infrastructure efficiency.
* Ensures all completed changes go through the change review board before moved into production.
 |
| Consultation | * Proposes practical strategies, and leverages technology to present designs and solutions.
* Collaborates with technicians, vendors, consultants, and other business professionals to review business needs and propose solution designs.
* Responds to technical requests and offers technical solutions.
* Implements change management procedures and provides training or advises on training associated with the change management projects.
* Works with end users to gather business requirements; elicits requirements from various constituent groups using different methodologies.
* Serves as liaison and translator between the end user and technical team.
* Proposes and negotiates solutions to resolve conflicting requirements.
* Knowledgeable on trends and remains up-to-date on industry best practices.
 |
| Supervision/Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc.
 |
| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
 |