

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Information Technology Systems Architect
ALLOCATION: Administrative Services
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: June 2013
REVISED:

JOB SUMMARY:

Perform full performance information technology work in the planning, designing, developing, analysis, implementation, and monitoring of information systems and system updates; coordinate with agency partners to ensure the architecture as a whole is appropriately linked, being leveraged to maximum benefit and ready for future development; and other duties as assigned.

This is a stand-alone advanced-journey classification in the Information Technology series.

CLASS CHARACTERISTICS:

This position reports directly to Assistant Director of Administrative Services. This class is distinguished from Information Technology Supervisor in that this position focuses on organizing, administering, and managing one or more information technology projects.

EXAMPLES OF DUTIES:

Essential:

- Plan, design, and implement county-wide information systems including operating systems, software, database systems and hardware; plan, design, and implement information systems on a project basis; manage upgrades, maintenance and troubleshooting of hardware systems, software and database systems.
- Research and evaluate new technological advances in the external technology marketplace to assess current practices for compliance with the County's system requirements, to detect critical deficiencies, to anticipate future system needs, to develop solutions to address current and future information systems needs and to create process improvements and controls.
- Work closely with county departments and information technology staff to identify opportunities to utilize information systems to improve business processes, promote the strategic use of information and enable seamless access to information.
- Consult with managers and technical support staff to ensure that networking systems, server platforms, and user platforms conform to and support the agency's IT architecture and strategic plan.
- Identify project requirements and resource needs to employ proposed network and other infrastructure project enhancements.
- Develop and lead the implementation of integrated multi-use system architecture to develop efficient and effective network systems in accordance with industry standards, as well as to rectify gaps and pain points within the current state
- Oversee or consult on technical architecture implementation and modification activities, particularly for new and/or shared infrastructure solutions.
- Define the principles that guide technology decisions for the County; oversee and facilitate the evaluation and selection of hardware and software technology and product standards, as well as the design of standard configurations. .
- Analyze budget implications and technical requirements associated with implementing new system technologies or upgrading existing system technologies.
- Work with internal customers to assess and make recommendations on information system needs and requirements, impacts on the budget associated with implementing new system technologies or upgrading existing system technologies and possible alternatives to meet information system needs.
- Coordinate disaster recovery plans which include designing, testing and maintaining system protocols.
- Coordinate monitoring and maintenance of information systems including tracking errors and data movements, configuring software and hardware, maintaining optimum system capacity levels, and maintaining consistent system standards agency-wide.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordinator of people and resources.
- Principles and processing of providing customer service including, customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes and applications and implementation of information systems to meet organizational requirements.
- Enterprise architecture principles, methods and techniques.
- Principles, methods, and techniques of IT project planning, management, monitoring, and evaluation.
- Current information systems trends and technologies.
- Network engineering and design planning principles and practices.
- Operation and administration of services and local and wide area network infrastructures and teleprocessing equipment.
- Data processing sufficient to be able to review program specification, design programs and write or modify code.
- Data processing hardware, monitors, operating system software, application programming and system configuration, sufficient to be able to perform the duties related to the work assigned.
- Data security policies and processes.
- Space management, file back up and restoration/disaster recovery techniques.
- Financial models and budgeting.

Skill in:

- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Analyzing and using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Identifying complex problems and reviewing related information to develop and evaluation options and implement solutions.
- Organizing work, setting priorities and determining resource requirements; setting short- or long-term goals and strategies to achieve them; and coordinating with other organizations or parts of the organization to accomplish goals.
- Monitoring progress and evaluating outcomes.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Expressing information to individuals or groups effectively, taking into account the audience and nature of the information; making clear and convincing oral presentations.
- Listening to others, attending to nonverbal cues and responding appropriately.

Ability to:

- Develop constructive and cooperative working relationships with others and maintaining them over time.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Work with, understand and evaluate technical information related to the job.
- Make sound, well-informed, and objective decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish organizational goals; cause change.
- Identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives, and make recommendations.
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Understand and interpret written materials, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; apply what is learned from written material to specific situations.

- Adapt behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deal with ambiguity.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- Properly handle equipment and supplies weighing up to 25 pounds on a routine basis; and between 40-80 pounds, occasionally.
- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform physical activities that require considerable use of arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, kneeling, crouching and crawling.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment, including server rooms.
- Exposure to noise levels ranging from quiet to loud.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess and maintain at least two of the following certifications or their equivalent as determined by the department: CompTia A+ Certificate, Cisco Certified Network Associate (CCNA), Microsoft Certified Systems Administrator (MCSA) Certificate, Microsoft Certified Solutions Developer (MCSD) for .NET, Certified Information Systems Security Professional (CISSP), Certified in the Governance of Enterprise IT (CGEIT) or comparable certification in IT Architecture.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- May be required to work evenings, weekends, and/or holidays as directed.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or institution with major coursework in computer science, information systems, systems analysis or a field closely related to the work and four years of experience in at least two IT disciplines in a client/server or service-oriented architecture (SOA) environment, including technical architecture, network design, application development, middleware, servers and storage, database management and operations. Candidates with strong experience who lack the education are encouraged to apply.

PREFERRED: In addition to the minimum, a Master's degree from an accredited college or university in Computer Science, or Management Information Systems, a Project Management Professional (PMP) Certification or a Certified Association in Project Manager Credential (CAPM) or higher, and additional experience as previously defined.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Admin Services Approval: Doug McCoy
Date:

EEOC: B
WC: 8810.1

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____