



## Salt Lake County Job Description

### Associate Division Director Enterprise Architect

**DEPARTMENT:** Administrative Services

**DIVISION:** Information Services/6050

**JOB CODE:** 577 **GRADE(S):** 21

**FLSA STATUS:** Exempt

**SALARY PLAN:** TRD

**EFFECTIVE DATE:** 5/10/2016

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Creates the technical architectural strategy for Information Technology (IT) organization as it relates to the business of Salt Lake County through three basic activities: defining the future state architecture, capturing the current state and building the transition architecture.

Acts as a strategic leader of the IT Architecture committee and a principal authority on the architecture designed to meet business system goals.

#### **MINIMUM QUALIFICATIONS**

Twelve (12) years of experience in a large IT organization with complex and diverse platforms OR a Bachelor's degree from an accredited college or university in Information Technology field or business, or other closely related field, plus eight (8) years of experience in a large IT organization with complex and diverse platforms; OR an equivalent combination of related education and experience.

Professional certifications relating to Technical Architecture preferred.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Evaluates new technologies and products for applicability to business challenges and consistency with architecture standards.
- Contributes to software development methodology and package implementation projects to provide guidance and leadership in resolving challenges.
- Guides IT teams in the adoption of application architecture standards, including shared services, technologies, and development of best practices.
- Stay current with broad technical knowledge in software and systems, detailed knowledge of enterprise architecture designs, emerging technologies and best practices.
- Designs end-to-end current and future state architecture.
- Defines the future architecture state; provides a road map for the enterprise to follow.
- Captures the current state architecture; determines what is working, identifies duplications in the enterprise, and measures the health of key business processes that are supported by the architecture.

- Builds the transition architecture; governs the process by which we connect the current to the future state by creating an iterative roadmap to get to the desired future state.
- Manages the technology strategy and ensures the implementation as it relates to the County's business strategy and objectives.
- Collaborates with Business Technology Partners and IT organization leadership to analyze existing systems portfolio for solution gaps and overlaps, as well as identifies non-proprietary solutions to leverage shared services.
- Develops the charter and guidelines for the Architectural committee, organizes and leads the committee.
- Develops multiyear directional and detailed blueprints aligning business strategy with technical capabilities.
- Fosters support by providing reusable frameworks for decision making, repeatable processes, and assistance on mission-critical projects.
- Provides leadership, mentorship and advisory services to IT and project teams to ensure that solutions are in line with the architecture direction and business strategies.
- Works with budget committee to identify annual operational and capital budgets for the assigned group and the IT organization as a whole. Matches appropriations for specific programs with appropriations for broader programs, including items for emergency funds.
- Prepares projections on IT capital budget and monitors expenditure levels.
- Evaluates IT key performance indicators. Analyzes monthly department budgeting and accounting reports to maintain expenditure.
- Establishes and maintains positive business relationships with managers countywide to actively market and educate them on importance of User community cooperation and compliance in the safe use of software programs.
- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Evaluates, recommends and implements standard technology architectures, frameworks, products, services, tools, and procedures across the enterprise application portfolio.
- Evaluates software architecture of business applications. Makes recommendations and provides guidance for improvements, increasing the quality, effectiveness, and timeliness of solutions.
- Partners with Information Security Officer to understand team's role and responsibility within the IT disaster recovery plan (IT DRP.)

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Enterprise architecture concepts, principles and best practices as it relates to voice and data networks; software and applications; design and testing; hosting and cloud based services; Internet/Intranet technology and mobile devices
- Active collaboration, agility, technical understanding, effective execution, solution ownership, relationship management, strategic planning, and matrix management
- Operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information systems architecture program and current regulatory requirements
- Current and emerging enterprise architecture designs including by not limited to: Infrastructure design for voice, data, wireless and cloud; software and application design and implementation for ERP, desktop, SaaS, and mobile; distrusted systems architecture; open source technology; and mainframe systems
- Methods and techniques of evaluating information security and developing appropriate resolutions
- Project management principles and techniques including project budgeting, quality assessment and control and resource management
- Interpersonal skills, non-tech articulation of the value for a strong enterprise architecture function to business stakeholders

**Skills and Abilities to:**

- Communicate effectively both verbally and in writing
- Ensure IT requirements are in compliance and support customer specific needs, countywide policy, standards, infrastructure, business processes, and state and federal mandates
- Establish and maintain effective partnerships, through collaboration and teamwork, to assure effective use of information technology in support of the County's business needs
- Develop clear requirements for internal information technology staff and third-party vendors
- Implement and then act as an advocate for best practices and technology awareness
- Lead the IT organization where change is frequent and the demand for effective technological solutions is high
- Market new concepts and champion change
- Produce results within a large, decentralized organization
- Effectively analyze and solve problems under pressure
- Exercise professionalism, discretion and confidentiality in all matters

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS****IMPORTANT INFORMATION REGARDING THIS POSITION**

May be required to work holidays, nights, and weekends as needed.

Revised: 12/2/2016/HA