Job Description – System Architect/Manager

Title: **System Architect/Manager**

Immediate Supervisor: Director of Technology Services

Description

The System Architect/Manager's role is to strategically design and implement in-house information systems and networked software architectures that support core County functions, and assure their high availability. This individual will gain organizational commitment for all systems and software plans, as well as evaluate and select all technologies required to complete those plans. In addition, the System Architect/Manager provides technical leadership across the County from strategic decision making down to the project planning level.   They will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the County. This person will also define and implement IT policies, procedures, and best practices.

Responsibilities

Strategy & Planning
- Design and implement long-term strategic goals and short-term tactical plans for managing and maintaining County systems and software.
- Ensure that proposed and existing systems architectures are aligned with County goals and objectives.
- Provide architectural expertise, direction, and assistance to Systems Analysts, Systems Engineers, other Systems Architects, and software development teams.
- Develop, document, and communicate plans for investing in systems architecture, including analysis of cost reduction opportunities.
- Conduct research on emerging technologies in support of systems development efforts, and recommend technologies that will increase cost effectiveness and systems flexibility.

Acquisition & Deployment
- Where applicable, design, develop, and oversee implementation of end-to-end integrated systems.
- Document the County's existing systems architecture and technology portfolio; make recommendations for improvements and/or alternatives.
- Review new and existing systems design projects and procurement or outsourcing plans for compliance with standards and architectural plans.
- Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements.

Operational Management
- Confer with end-users and department heads to define County requirements for complex systems and infrastructure development.
- Model County and systems processes based on findings through use case scenarios, workflow diagrams, and data models.
- Develop and execute test plans to check infrastructure and systems technical performance. Report on findings and make recommendations for improvement.
- Develop, document, communicate, and enforce a policy for standardizing systems and software as necessary.
- Manage IT staffing, including recruitment, supervision, scheduling, development, evaluation, and disciplinary actions.

Position Requirements

Knowledge & Experience
- Extensive experience in developing strategic systems architecture plans.
- Hands-on experience with business requirements gathering/analysis.
- Proven experience in systems and network design and development.
- Strong understanding of information processing principles and practices.
- Strong knowledge of software evaluation principles and practices.
- Proven project planning and management experience.
- Good knowledge of applicable data privacy practices and laws.
- Exceptional analytical, conceptual, and problem-solving abilities.
- Exceptional understanding of the organization's goals and objectives.
- Superior written and oral communication skills.
- Excellent architecture and technical support documentation skills.
- Strong interpersonal and consultative skills.
- Ability to conduct research into emerging technologies and trends, standards, and products as required.
- Ability to present ideas in user-friendly language.
- Able to prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.

Formal Education & Certification
- College diploma or University degree in the field of computer science/engineering or information systems and 10 years related work experience, or associates degree and 12 years related experience, or 15 years related experience