

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS501710

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Security & Privacy Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006628

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: IT Architect POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: **PR 36**
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Works with IT staff, CIO or IT Managers to design solutions that meet the agency's requirements; assists with analysis of the solution design's business case; authors' portions of the solution business case. Provides input and assistance preparing procurement statements, work or capability requirements; provides input into agency budget process.	Knowledge of 1-5. Skill in 6-7. Ability to 8-15.
10	Assists other IT Architect / Consultants, CIO or IT Managers to obtain support for achieving current IT goals and objectives; assists IT staff ensuring communication is easily understood by intended audiences, including nontechnical staff; provides knowledge transfer to employees on regularly maintained or newly enhanced systems.	Knowledge of 1-5. Skill in 6-7. Ability to 8-15.
10	Provides, revises, and/or vets focused research for assigned IT discipline/program team. Seeks to develop advanced leadership skills; continually self-assesses; works to improve leadership capabilities; seeks feedback consistently from IT staff.	Knowledge of 1-5. Skill in 6-7. Ability to 8-15.
<p>Requirement: Employee is subject to alternative schedule with periodic adjustments to accommodate travel requirements for customers</p> <p><i>Job duty, knowledge, skill, and ability statements at a lower-level are understood to be able to be performed at any higher level.</i></p>		

JOB CODE TITLE
IT Architect/Consultant 1

JOB CODE
69971
Apr 27/2/16 vs3

List Position Numbers & Job Titles of Positions Directly Supervised:

DATE

6/20/16