CENTRAL INFORMATION TECHNOLOGY ENTERPRISE ARCHITECT
(Administrative Manager III)

DEFINITION

Performs the leadership, analysis, design, and coordination activities related to the development of a Countywide enterprise architecture program; organizes and executes activities needed to define and create new business and Information Technology (IT) processes that integrate all components of the architectural domains, their relationships to each other and the principles governing their design and evolution; develops and maintains a Countywide, comprehensive view of the enterprise including strategic planning, organization, relationships, business process, information, and operations; uses the business investment portfolio, drivers and strategies to develop a targeted enterprise architecture "blueprint"; consults with County departments to assist them in aligning their information technology strategies with the enterprise architecture; builds coalitions of user support for shared infrastructure and data sharing; collaboratively develops expectations and standards for enterprise services; identifies, proposes and procures information technology-based enhancements and solutions that meet customer business objectives and further the County's enterprise efficiencies.

DISTINGUISHING CHARACTERISTICS

This is the third management level in the Central Information Technology professional series. Incumbents in this classification work under general direction, working from broad policies and towards general objectives and referring specific matters to a superior only when interpretation or clarification of organizational policies is necessary. The Enterprise Architect reports to Executive Management and assists in optimizing the interdependencies and interrelationships among the County's business operations and the underlying IT that support operations.

Architectural Domains:

- Database architecture: Describes the structure of an organization's logical and physical data assets and data management resources. This includes databases, database management, reporting, items and workflows for business processing.
- Applications architecture: Provides a blueprint for the individual and enterprise application systems to be deployed, their interactions, and their relationships to the core business processes of the organization. This domain includes, but is not limited to, software referred to as: thick-client, client/server, web-applications, middleware, messaging, and job scheduling.
- Network architecture: Infrastructure standards intended to support the deployment of core, mission-critical applications, data and business processes.
- Security Architecture: The structure that integrates the business delivery needs with the three core business security goals of: availability, confidentiality, and integrity. This includes items such as; regulatory compliance, policy, procedures, firewalls, filters, audits, and testing.
- System Technology Architecture: Describes a structure designed to efficiently and effectively manage an organization's server and other related platform infrastructure.

EXAMPLES OF DUTIES

- Works directly with County program and IT management to build consensus and define the standards for the County's enterprise architecture.
- Participates within the governance to establish enterprise standardize policies, procedures, methods and tools used to meet customer needs for technology solutions, including application, data platforms, network, and security architecture.
- Develops policies and architectural plans for the use and support of information technology: identifies IT requirements and assesses status of existing technological applications in order to improve software quality, increase productivity, and decrease the cycle time for systems development.
- Establishes enterprise standards for technology solutions, including application, data platforms, network, systems and security architecture.
- Guide the design and implementation of the enterprise, service-oriented architecture that reflects the County's strategic direction
- Standardize methods, procedures and tools used to meet customer needs
- Develops policies and architectural plans for the use and support of information technology; identifies IT requirements and assesses status of existing technological applications in order to improve software quality, increase productivity, and decrease the cycle time for systems development
- Advises executive and division managers on new technologies and on the impact of business needs on information technology strategies
- Assesses the effectiveness of specific technologies supporting county and agency business plans
- Identifies new technologies and application development opportunities consistent with the information architecture model.
- Selects, trains, evaluates and directs the work of subordinate staff.
- Manages technology proof-of-concept pilots.
- Conducts research on IT industry direction, emerging technologies and IT management approaches.
- Supports highly complex projects and guides upper-level management to transfer new technologies into the organization in a timely fashion.
- Ensure county IT architecture, design and standards are followed.
- Prepares reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- The identification of business processes that serve as optimal candidates for technology solutions.
- Concepts, theories and practices with respect to the development and implementation of strategic information technology plans and programs.
- New developments in information technology and their relevance to current business needs and technology strategies.
- Information technology and systems management best practices.
- Process analysis, flow and documentation methodologies.
- Computer operating systems, hardware, software and languages used in the County.
- The operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information systems program.

- Advanced principles pertaining to the information system development lifecycle; application design principles using flowcharting techniques and prototype development tools.
- Operational characteristics of local and wide area network systems.
- Operational characteristics of communication systems, equipment and devices.
- Principles and practices of troubleshooting computer hardware, software and network problems.
- Principles and practices of customer service.
- Methods and techniques of developing and presenting technical documentation and training materials.
- Principles and practices of record keeping.
- Modern office procedures, methods and equipment.

Ability to:

- Strategize and provide a vision to management and staff.
- Analyze enterprise business drivers to determine business information and technical architecture requirements.
- Analyze the current information technology environment to detect critical deficiencies and recommend solutions for improvement.
- Define the principals to guide technology decisions for the enterprise.
- Design and lead implementations of information technology strategies.
- Contribute effectively to the planning, design and implementation of a countywide information technology strategic plan.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Develop information system designs, flow charts, report layouts and screen designs.
- Communicate technical information to a wide variety of users.
- Plan, organize, prioritize and process work to ensure that deadlines are met
- Interpret and apply highly complex and technical information pertaining to computer and network systems.
- Communicate effectively, both orally and in writing.

Education/Experience:

One year of experience as an Administrative Manager II with the County of Orange;

OR

Five (5) years of responsible information technology-related experience that provided the knowledge and abilities identified above;

A bachelor's degree from an accredited college or university with major coursework in computer science, information systems or a closely related field may substitute for two (2) of the required years of experience.

College level education or training directly related to the competencies and attributes required of the position may be substituted for up to one year of required experience at the rate of three semester units or the equivalent, equaling one month of experience and one hour of training equaling one hour of experience.

College level education or training beyond a bachelor's degree, which is directly related to the competencies and attributes required of this position, may be substituted for up to an additional year of required experience at the rate noted above.

Special Requirements: Depending upon assignment, demonstrated professional level experience and/or certification pertaining related to the duties of the position may be required.

PREFERRED EXPERIENCE/EDUCATION

Experience: Two (2) years of information technology experience equivalent to an Central IT Domain Manager or Information Technology Manager II or 12 years experience that included substantial responsibility for planning, administering and ensuring large scale information security operations and disaster recovery for device, LAN/WAN, application, Internet and/or other systems.

Education: A bachelor's degree from an accredited college or university with major coursework in computer science, information systems or a closely related field. Post-graduate education beyond a bachelor's degree which directly enhances the knowledge required for this position is desirable.

Special Requirements: Depending upon assignment, demonstrated professional level competency and/or certifications pertaining to the discipline to which the incumbent is assigned may be required.

PHYSICAL REQUIREMENTS

All Positions:

Possess vision sufficient to read standard text and a computer monitor; speak and hear well enough to communicate clearly and understandably in person to individuals and groups and over the telephone; possess body mobility to stand, sit, walk, stoop and bend routinely to perform daily tasks and to access a standard office environment; possess manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a keyboard, utilize office equipment and to write; use a County approved means of transportation.

Some Positions:

May be required to possess one or more of the following: the ability to climb, bend, stoop, twist and reach overhead in rugged conditions to review/evaluate work; manual dexterity and bodily movement sufficient to operate various types of equipment in extreme conditions; lift up to fifty pounds.

MENTAL REQUIREMENTS

All Positions:

Possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations; possess the ability to remain calm and appropriately focused in rapidly changing and difficult situations involving conflict, complex issues, controversy and diverse stakeholder groups and interests; possess the ability to deal calmly and effectively with emotional interactions.

Some Positions:

May be required to possess the ability to handle emotional client situations effectively.

ADDITIONAL REQUIREMENTS

Additional physical/mental requirements or frequencies may be required, depending upon assignment. Depending upon assignment, some positions in this class may require possession of a valid California driver's license, Class C or higher.

ENVIRONMENTAL CONDITIONS

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may include high levels of noise, dust and/or unpleasant odors.