

CENTRAL INFORMATION TECHNOLOGY DOMAIN ARCHITECT
(Administrative Manager II)

DEFINITION

Performs advanced professional duties pertaining to the design, analysis, development, maintenance and administration of IT systems to meet business needs specializing in one of the following domains: Network, Systems, Application, Database or Security. Serves to consolidate and optimize IT assets wherever it is feasible and beneficial to performance and support to end users; drives towards use of common platforms to meet Countywide standards and lower costs. Serves as a technical specialist with responsibility for managing design, development and refresh projects that are large in size and scope and may require the support of multiple diverse staff and the procurement/utilization of specialized resources. Ensures compliance with Countywide IT architecture guiding principals and standards. Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second level of the IT Management Information Technology professional series in the Central IT Department. Incumbents at this level work from broad policies and towards general objectives and refer specific matters to a superior only when interpretation or clarification of organizational policies is necessary.

An IT Domain Architect performs advanced duties that emphasize the design, development and integration of new systems. Incumbents may also lead and direct the work of subordinate professional staff. This class is distinguished from the class of Senior IT professional by its emphasis on the development and compliance of Countywide Enterprise Architecture IT policies, standards and guidelines and system integration design.

EXAMPLES OF DUTIES

- Prior to making new IT investments, the IT Domain Architect will assess existing or planned County assets and standards; supports re-use and economies of scale to reduce costs.
- Performs highly advanced system analytical duties; researches and identifies complex system requirements and specifications; determines integration requirements to ensure inter-operability across multiple platforms and technologies; works with other network, systems, applications and database administrators to plan and implement designs to work effectively within new and/or existing network frameworks.
- Develops, recommends and establishes policies and procedures pertaining to a specific domain architecture (Application Development, Network, Database, Systems or Security).
- Provides highly advanced professional customer support for network-related software and hardware; interacts with clients to analyze changes in business requirements that may impact network or application functions; recommends technology architecture for system solutions.
- Performs advanced quality assurance activities; designs and ensures the execution of testing plans to validate functionality and resolve issues; directs the implementation of technical safeguards as necessary to ensure data confidentiality, availability and integrity.

- May lead and direct the work of subordinate professional network staff within an assigned work unit; schedules and assigns work; distributes resources; provides direction and guidance regarding processes and procedures; monitors staff work and work products to help meet unit goals and objectives; may perform employee performance reviews.
- Prepares reports, correspondence and other documents; participates on committees and task forces; attends meetings, conferences and training sessions.
- Prepares technical documentation and procedural manuals including detailed project plans, network diagrams and process workflows.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Complex logical and physical system designs including network and application layer standards and how they work together.
- Advanced principles, practices, standards, terminology, protocols, and trends in IT systems.
- Network, application, database and/or security protocols, standards and procedures.
- Development lifecycle and design principles.
- Advanced project management principles and techniques such as organizing and managing a project, developing schedules, identifying critical paths, breaking down a project into individual tasks and delegating assignments to project staff.
- Operations, services, concepts, terms and activities common to a comprehensive, state-of-the-art information system program.
- Information technology operating systems and hardware and software components similar to those being used by the hiring department.
- Advanced concepts and practices of business continuity (including disaster recovery).
- Advanced principles and practices of system security.
- IT architecture standards and best practices.
- Methods and techniques of developing and presenting technical documentation and training materials.
- Principles and practices of customer service.
- Principles of lead supervision, including how to train and motivate staff.

Ability to:

- Design complex systems in one or more of the following domains: Network, Application, Database, Systems or Security.
- Perform advanced system administration duties in one or more of the following domains: Application Development, Network, Database, Systems or Security.
- Assign, direct and lead the work of others.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Analyze, develop, and maintain network-related systems, equipment and software similar to that being used by the hiring department.
- Develop Countywide IT architecture guiding principals and standards.
- Configure, test, maintain, troubleshoot, and repair complex data, voice and network systems.
- Plan, design and evaluate new network, application, database or security systems and equipment.
- Plan, organize, prioritize and process work to ensure that deadlines are met.
- Learn and utilize specialized terminology if needed by the specific assignment.

- Read, understand and apply technical information pertaining to computer and network systems.
- Adapt quickly to changes in policies, procedures, assignments and work locations.
- Communicate effectively both orally and in writing for technical and non-technical audiences.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education/Experience:

Two years of experience as an Administrative Manager I with the County of Orange;

OR

Four (4) years of responsible information technology-related experience that provided the knowledge and abilities identified above.

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 degree, which is directly related to the competencies and attributes required of a 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: Three (3) years performing at a level that is comparable to the Orange County class of Information Systems Supervisor or Administrative Manager I (in an Information Technology related position) or ten (10) years of responsible experience in designing information technology solutions, systems and operations; demonstrated experience of re-engineering of business processes, including experience leading or managing large technology projects.

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.

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. Occasional early morning, evening, holiday and/or weekend work may be required.

Click [here](#) to view the Administrative Manager job classification series.