



Solutions Architect

Category: Exempt
Pay Grade: E27
Job Code: 14683

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible, advanced professional and technical work in a Solution Architecture capacity requiring expertise in a major functional area and applied to highly important strategic initiatives. An incumbent will possess extensive technical breadth and a clear understanding of the purpose of strategic business objectives and ensure responsiveness to business partners and clients. This position will be accountable for keeping technology current and vibrant in assigned areas and will identify and make recommendations for addressing them. It is essential that the incumbent in this class is extremely customer focused to ensure that the technology designed, developed and implemented meets the diverse needs of the customers while maintaining architecture integrity. This role serves as a consultant and facilitator to partner with IT teams, leadership and the business to define (or validate) solutions that meet strategic business goals and objectives; develops intuitive, creative, robust, scalable, and reusable strategies to support business needs; provides both strategic and hands-on technical expertise through evaluation and implementation of a product, and seeks out new industry and technology trends and apply this knowledge to solve business problems. Work is performed in collaboration with an Enterprise Architect and/or Chief Technology Officer with considerable latitude for individual initiative and judgment and is reviewed by observation of results achieved and periodic reports and conferences.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Responds appropriately to key stakeholders' and customers' needs and expectations;
- Creates and coordinates, leads and participates in effective meetings and sets up committee structure with key stakeholder groups;
- Plans and manages large, complex project assignment including interface with stakeholders, management, and others as required;
- Analyzes, researches and presents problem resolution;
- Manages Business Process Teams, resources and key players in assigned projects;
- Conducts oral presentations with all levels, both internally and externally, to include special committees and panels, vendors, senior management, directors, commissioners, as well as clerical and support personnel;
- Keeps all stakeholders informed of status of issues and projects as they progress;
- Interfaces with vendors, consultants, business stakeholders;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years professional experience in managing complex projects and technical staff. Experience must include one or more of the following: Architecture and Design, Application Development, Production Support, Infrastructure Support, Enterprise Server Technology, Project Management, Security Management and Service Level Management that includes one (1) year of formal supervisory and training experience over subordinate

technical staff or; an Associate's degree in computer science, business administration or a related technical field and six (6) years of experience as described above; or a Bachelor's Degree in computer science, business administration or a related technical field and four (4) years of experience as described above; or an equivalent combination of education, training and/or experience

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence and/or possess certifications in one or more specific IT functions.
- Acquire and maintain CJIS Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of sound organizational management, policy development, project management and strategic planning in a technical environment;
- Knowledge of multiple recognized design methods;
- Knowledge of the principles, practices and procedures of public and business administration as applies to a large organization;
- Knowledge of architecture governance processes;
- Knowledge of application development, data administration, system architecture, data architecture, and data modeling;
- Knowledge and understanding of diverse business goals, requirements and needs;
- Knowledge and understanding of the county's strategic direction;
- Skill in public speaking and communicating complex technical information to non-technical people;
- Skill in coordinating and facilitating meetings, training, conferences;
- Skill in preparing and presenting accurate and clear information in special presentations to committees, boards, individuals and others as necessary;
- Skill in working with diverse customer groups and individuals;
- Ability to establish, build and maintain good working relationships with all levels in achieving business goals;
- Ability to communicate clearly and concisely, both verbally and in writing;
- Ability to prepare and deliver complex reports in a non-complex manner to both technical and nontechnical personnel and others;
- Ability to implement parts of design methods appropriate to a given situation. Ability to coordinate and/or manage large and complex projects;
- Ability to understand technology approaches and their implications for the county's business goals;
- Ability to critically analyze complex issues or problems and find effective solutions or alternatives;
- Ability to understand business needs and goals and to build business cases, creating strategic plan to achieve objectives;
- Ability to manage time and resources to the best effectiveness;
- Ability to make effective and timely decisions and make appropriate recommendations on technical issues.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.