



CLASSIFICATION NO: 664
Established: 10/05
FLSA: Exempt
EEO: 2

SYSTEMS ARCHITECT

CLASS CHARACTERISTICS

Under general direction, to provide planning, design, administration and technical direction of several disciplines for the County's network and information systems; to coordinate and facilitate task forces responsible for project development and evaluation; to lead technical personnel with large and multiple complex projects; and is responsible for the adoption and administration for technologies; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Technology Services Department provides computing services to County departments and other public and private agencies. The department is made up of four Technology Services Department Divisions, including Administrative Support, Enterprise Services, Application Support, and Telecommunication Services.

The Systems Architect is the most senior classification within classification series that includes network, system and data administration. The incumbent is responsible for the overall design, planning, installation, maintenance, and repair of the County's wired and wireless network and overall systems administration. The Systems Architect oversees several functional areas, is responsible for leading and guiding senior assigned staff in the fulfillment of their duties, and acts as the primary technical resource to management for all network and systems administration issues.

The Systems Architect differs from the IT Administrator, Senior, who is responsible for leading projects and project staff, but does not regularly lead several functions in several technical sections and does not design the overall enterprise-wide technical architecture.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Provides overall leadership to assigned, regular technical staff in establishing network and systems standards; develops and recommends systems goals and strategies; organizes, participates, and facilitates staff and resources; identifies training needs for work unit; assists in evaluating work performance; acts as liaison between management and technical staff regarding unit concerns, performance issues and daily operations.
2. Develops project definitions, goals, scope, and evaluation; implements and monitors work plans for project organization and staffing; prepares overall project schedules, budget and cost control systems in consultation with senior technical staff; approves estimates of time and materials to complete projects; develops and maintains project reporting system;

coordinates meeting schedules, agendas, objectives and materials; develops and writes planning reports and correspondence.

3. Confers with senior staff in preparing detailed specifications for Countywide systems, diagrams and network charts to implement new or existing networks; develops and documents operational procedures; coordinates wide area network maintenance, testing and daily operations; prepares schedules for implementation.
4. Provides training and technical guidance to IT Administrators, users and staff in the proper use of technical systems; trains IT Administrators and other support staff in the use, operation and maintenance of network and systems software and hardware as it relates to the Wide Area Network and systems support.
5. Conducts research and stays current with network and systems technologies; performs comprehensive diagnosis of wide area network and systems problems; develops and implements economical solutions for network and systems administration problems; coordinates the repair, maintenance and upgrade of communications equipment; develops standards and documentation for the use of systems.
6. Performs the most advanced tasks and serves as the primary internal resource to senior technical staff and management regarding network and systems administration issues; monitors and analyzes systems equipment performance and audits data input and output reports to identify and correct inefficient use of computer resources.
7. Coordinates installation of new equipment; confers with vendors on systems maintenance; analyzes, evaluates and selects new or modified hardware and software products; confers with vendors to determine suitability of products and services; installs, tests and maintains systems.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, and organizational design; principles and techniques of budget, contract preparation and administration; principles and techniques of project management; Wide Area Network administration; Wide Area Network equipment; principles and practices of computer systems administration; concepts, capabilities, and components of mainframe computers, minicomputers, and microcomputers; principles and practices of data base technology, data modeling, and data base design; applicable computer programming languages; trends in computerized technology and communications; systems analysis and design.

Working knowledge of: Principles and practices of program planning and budgeting; principles and practices of technical training.

Skill to: Communicate effectively, both orally and in writing, including communicating technical information to non-technical users; translate user needs into productive systems; administer and control the distribution of funds according to budget proposals; organize, coordinate and facilitate diverse groups; perform advanced network analysis and design in support of county wide communications networks; compile and analyze data and develop recommendations; install data communication equipment; identify, diagnose and resolve system hardware and software problems related to servers, firewalls, switches, and DNS/DHCP services; design, implement and manage complex integrated video, data, and voice services; design, develop,

and implement procedures; prepare and deliver oral presentations; lead, train, coordinate and review the work of assigned staff and project staff with regarding advances technical network and systems administration issues; establish and maintain effective working relationships with users, staff, and vendors.

WORKING CONDITIONS

Incumbent typically works in a variety of setting and locations. Work requires the ability to bend, crawl, climb, stoop and be available at sites to provide client support in the installation, repair and maintenance of hardware and software. Incumbent must be able to lift or move personal computers, terminals and peripheral equipment which may weigh up to fifty pounds. Frequently works early and late hours to meet timelines, provide off-hour upgrade and maintenance, and respond to emergency situations.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Applicable vendor network and/or systems certification.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/19