HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Job Title:	**IT Enterprise Architect**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**K**
Prepared/Revised Date:	**October 24, 2023**	Job Code:	**38019**

SUMMARY: Responsible for providing overall direction, definition, and facilitation for the development of current and future architecture required to meet District needs, goals, and strategic direction, including advocacy and development of strategies that align IT with District drivers. Translate business strategies into actionable technical roadmaps and oversee implementation by working closely within and beyond the IT Department. Identify critical deficiencies and champion solutions for improvement while building consensus. Establish standards, policies and procedures, and drive adoption and execution on strategic architecture and plans. Educate team members on standards, principles, methodology, best practices and trends. Consult and contribute on investment decisions while addressing operational concerns and current project demands. Serve as security expert on application development, database design, network, systems, and platforms. Work closely with technical contributors, business analysts, management and stakeholders to provide an ecosystem-wide perspective and solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Provide leadership, guidance and governance ecosystem-wide for enterprise architecture, information architecture, security architecture, application architecture, and infrastructure architecture through project contribution, documentation, research, education, presentation, investigation, evaluation, and roadmaps.
2. Work with infrastructure team to identify deficiencies in operational capability, disaster recovery, risk mitigation, scalability, performance, simplicity, security, and maintainability.   Develop strategic standards, designs, policy, procedures and roadmaps to address deficiencies identified.
3. Work with development team and data analysts to build cohesive vision and strategy around content management, information architecture, data interoperability, data integration, business intelligence, and analytics. Develop strategic standards, designs policy, procedures and roadmaps to address them.
4. Actively participate on project teams and contribute to overall project team objectives; provide expertise and document processes.
5. Perform information security audit at least annually or whenever significant changes have been made in IT systems/ infrastructure. Prepare information security audit report along with recommendations for improving information security.
6. Provide input and contribute to budget planning and roadmaps. Investigate and document support with research, whitepapers, industry comparisons and best practices.
7. Provide current, ongoing documentation in consumable format for team reference and use covering architecture, roadmaps, policy, process, procedure, guidelines, standards, and best practices.
8. Attend work and arrive in a timely manner.
9. Review proposals, invitations for bid, requests for proposals and other documents as needed requiring IT input and perspective.
10. Research, evaluate and maintain awareness of policies, trends, standards, technologies, and best practices.
11. Provide support and training for other IT staff and District users.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in computer science, information technology or related field
- Seven to ten years of related progressive experience with hardware, software development, and data management
- Equivalent combination of education and experience acceptable
- Experience in educational systems preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Valid Colorado driver's license
- Criminal background check required for hire
- Advanced industry certifications preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Advanced knowledge of cloud based technologies and services - especially Google Workspace, Azure, and Office 365.
- Advanced knowledge of the design and function of security devices such as firewalls, endpoint protection, encryption, intrusion detection/prevention, SIEM, Unified Security Management, Risk Management.
- Advanced knowledge of network concepts, technologies and protocols including LAN, MAN, WAN, TCP/IP, UDP, TLS/SSL, certificates, routing, switching, authentication, VPN, VLANs, DNS, DHCP, proxy, NAT, IPv4, IPv6.
- Advanced knowledge of load-balancing technologies) and SSL off-loading
- Advanced knowledge of Microsoft Office 365 O365 Administration
- Advanced knowledge of Microsoft enterprise tools, systems, and services
- Advanced knowledge of Apple enterprise tools, systems, and services
- Advanced knowledge of Linux/UNIX
- Advanced knowledge of virtualization technologies, web services, computer networking, and computer troubleshooting
- Advanced knowledge of email/SMTP systems such as anti-virus, spam filtering, and email lists
- Advanced ability to use the editors, system routines, libraries, and utilities within the various District operating systems
- Advanced knowledge of a wide variety of third- and fourth-generation programming languages
- Strong knowledge of telecom and Unified Communications
- Knowledge of cybersecurity and performing vulnerability and risk assessments.
- Experience with various development, testing, automation tools, and IT infrastructure
- Understanding of software development lifecycle and experience in analyzing and suggestions of new processes for improvement and building efficiencies.
- Understanding of user requirements and project KPIs
- Advanced ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Advanced ability to write clear and accurate documentation at both the end-user and the technical levels
- Advanced ability to provide excellent customer service on the phone and face-to-face
- Excellent oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Strong customer service skills
- Strong analytical skills, curiosity, and interest in continual learning
- Advanced math skills
- Advanced organizational and time management skills
- Ability to follow written documentation
- Ability to maintain confidentiality in all aspects of the job
- Ability to lead, participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for providing guidance, direction, and training to colleagues.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct				x
Compute		x		
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile		x		
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			

Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	