

DIRECTOR OF INFORMATION TECHNOLOGY AND ENTERPRISE ARCHITECTURE

Purpose Statement

The job of Director of Information Technology and Enterprise Architecture is done for the purpose/s of being the responsible authority with the requisite knowledge to work across programs and provide strategic direction for the information technology department. This includes recommendation for development and delivery technology stacks, inter-program system collaboration and hosting strategies. The Director works with the Director of Educational Technology and Support Services, business services division, organization stakeholders, and district department leadership, to build a holistic view of the organization's strategy, processes, information, and information and educational technology assets. The role of the Director of Information Technology and Enterprise Architecture is to take this knowledge and ensure that the organization's business and education functions and technology are in alignment. The Director links the district's mission, strategy, and processes of an organization to its technology/IT strategy, and documents this using multiple architectural models or views that show how the current and future needs of an organization will be met in an efficient, sustainable, agile, and adaptable manner

Essential Functions

- Relies on continuous feedback, fosters adaptive design and engineering practices, and drives collaboration of programs and teams around a common technical vision. Operates across organizational and computing "silos" to drive common approaches and expose information assets and processes across the organization. Responsible for delivering a holistic enterprise architecture that allows both the organization and IT strategies to cohesively enable and drive each other.
- Establishes and maintains an open architectural framework across the organization; has a span of influence relative to a domain (network, infrastructure, solutions/applications, data, security, etc.) considering the near term and long term technology horizons.
- Assesses global domain needs on projects and systems and recommends architectural solutions matching district goals and architectural principles which leads to a unified architectural solution which is efficient in cost, low in complexity, and provides a stable platform from which IT can support the district's goals both in the near term and future state.
- Assesses and plans for the organization's future needs. Prepares governing principles and standards to guide future decision making pertinent to a domain. Develops an implementation plan for architecture on the basis of IT strategies and business requirements. Recommends and implements process changes to improve architecture practices and domain-related management issues.
- Works closely with other IT personnel in applications, solutions, network, and security to develop architecture suitable for implementing common services and business rules, and information storage, transformation, and movement.
- Conducts and leads domain design of stable, extensible architectures (e.g. server topology, environmental placement, and client-side systems for infrastructure) working with teams across the business units. Positively influence a project's decisions and focus to ensure that it aligns with architectural principles and standards. Map architectural solutions to business objectives to ensure alignment.

- Enforces infrastructure architecture execution (governance) as well as ongoing refinement tasks. Identify the need to modify the domain's architecture to attain project requirements. Ensures that the future state is attainable without introducing unnecessary cost and complexity.
- Participates to develop and manage the ongoing enterprise architecture governance structure on the basis of business and IT strategies. Promotes the organization's architecture process and results to the organization inclusive of all stakeholders and IT. Ensures that the domain's architecture contributes to the district strategy and financial well-being and provides cost-effective solutions.
- Performs necessary planning to ensure environments or solutions are adequately scalable for anticipated growth and availability (be able to pull that info and validate from the business in design process). Set standards and performance metrics for the architectural domain and report on them regularly.
- Ensures documentation of the architecture design and evaluation work. Develop and maintain a tactical implementation plan to address all elements of the domain's architecture.
- Develops and executes communication and education plans globally for architecture across the related domain.
- Develops partnerships/relationships with IT partners, operations, and vendors. Act as a sounding board as well as IT consultant to district leaders to develop IT solutions.
- Mentors and works with IT programmers and software specialists throughout the organization to ensure designs meet established principles.
- Other duties as assigned.

Other Functions

- Performs other relative duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to oversee a departmental budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: understanding of all products and services needed; maintain of changing technologies, implementing and tracking service level or metrics reporting; monitoring supplier contracts, and tracking performance toward statements of work or services; provide IT support across wide geographical area(s), infrastructure hardware and software; application

of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; networking technologies and operating systems.

ABILITY is required to organize activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Master's degree from an accredited college or university with major course work in computer science, information systems, business administration/accounting, or other related field. Ten (plus) years of information technology experience in at least two IT disciplines (technical architecture, solution architecture, network management, application development) Prior Project Manager experience leading large scale initiatives. Three years of demonstrated expertise in using state of the art technology, and demonstrated success in preparing and delivering workshops or formal presentations.

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

*Management Job Description
Adopted by BOT 11-18-15*

Range 1