

Job Description



Johnson County Government

Department of Human Resources

Dept./Agency: Countywide **Position Number:** Multiple **Pay Grade:** JC.19.19
Job Title: Information Technology Architect **FLSA:** Exempt **EEO:** Technician
Recommended Position Title(s): IT Architect **Job Family:** Information Technology

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety– Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

Maintains effective communication and good working relationships with employees at all levels of the County and customers outside the department in all key functional areas.

Establishes detailed short-term and long-term plans for implementation of new technology, as well as provides input to the budget requests for the acquisition and implementation of technology. Facilitates the formation of Technology Task Force(s) to guide implementation of new technology. Provides status briefings to the ITS and County Management. Provides guidance to staff developing RFP for acquisition and implementation of technology. Assists with defining processes to test new technologies. Coordinates with staff to define training needs and to acquire/provide appropriate training.

Researches current and emerging technical knowledge and application processes from external sources and works with the leadership team to incorporate those ideas. Coordinates with the leadership team, to design technical solutions for the most complex projects, integrating multiple technologies, with broad, strategic impact across multiple customer areas. Assures products and services are delivered by ITS vendors.

Plans, formulates, coordinates, and monitors aspects of research and development proposals, including objectives, applications that can be utilized from findings, costs, and equipment and human resource requirements. Reviews research proposals and performs feasibility studies, risk assessments, regulatory compliance, and ROI analysis through collaboration with various ITS staff throughout the County. Submits status and results to management.

Conducts highly complex diagnostic procedures and analysis independently through partnership with vendors and consultants, including performing test procedures, data analysis, and conducting pilot projects. With minimal guidance, works with stakeholders, leadership, and subject matter experts, to build a comprehensive view of the organization's strategy, processes, and information technology assets. Produces pivotal research reports, white papers, oral presentations and video instruction on key technology issues, ideas, applications and directions with input from subject matter experts. Writes highly complex technical documentation and strategic technical reports.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Job Description

Education and Formal Training:

Required: Bachelor's degree in the following field(s) of study: Computer Science, Business, or Related Field

Preferred: Master's degree in the following field(s) of study: Computer Science, Business, or Related Field

Check this box if experience may be substituted for degree.

Experience:

Required: 7 years experience in systems design/development, strong understanding of IT processing principles/practices, strong knowledge of hardware/software evaluation principles and practice, 2 years of research experience.

Preferred: 5 years of proven project planning and management experience.

Check this box if education may be substituted for experience.

Special Knowledge, Skills and Abilities:

Required: Attention to detail; analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings; basic mathematical and accounting skills; budget-related skills, including advanced accounting, math, and statistics skills; computer software-presentation skills (intermediate); computer software-spreadsheet skills (intermediate); computer software-word-processing skills (intermediate); human relations/interpersonal skills; written communication skills, including business writing, report writing, summarizing, and editing skills; oral communication skills, including presentations to (individuals), (small groups), (large groups); ability to maintain confidentiality; project management skills, including curriculum/agenda development, marketing skills, ability to help groups focus, ability to use group decision making to gain commitment, and/or ability to encourage participation; project management skills, including organization, coordination of duties, and/or accomplishment of goals; time management skills, including the ability to manage multiple concurrent projects and meet deadlines; leadership skills, including strategic planning skills, goal setting skills, assessment skills, collaboration skills, and complex decision making skills; working knowledge of public sector administration; patience working with diverse environments and individuals; ability to influence others in working relationships.

Preferred: Computer software-database creation/maintenance skills (beginner); computer software-desktop publishing skills (beginner); computer software-web page maintenance skills (beginner); facilitation skills, including curriculum/agenda development, marketing skills, ability to help groups focus, ability to use group decision making to gain commitment, and/or ability to encourage participation; supervisory skills, including motivation, delegation of duties, evaluation, etc.; physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and/or endurance;

Supervisory Duties:

Coordinates the work of other employees but has no supervisory responsibilities, to include; assigns tasks, trains on task performance, schedules work, reviews the work of others, and instructs other employees in methods or procedures needed to carry out their jobs.

Budget Related Duties:

Independently resolves and corrects discrepancies by making changes and/or corrections to budget/financial paperwork. May provide input in the budget development process. Provides first-level approval of financial/budget documents. Forwards paperwork for final sign-off and commitment of funds.

Special Requirements:

Drivers License: Depending upon department agency, may require KS/MO Driver's License

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Licenses, Professional Certificates, Registrations and State/Federal Requirements of job:

Requirement Varies by Dept/Agency; Criminal history check; Project Management Certification (Preferred)

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Physical and Environmental Factors

None

Special Working Conditions

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.

Normal administrative workload; Professional appearance.

Equipment Operation

Office equipment, including computer, printer, copier, telephone, fax machine, and related equipment.