ARCHITECT ASSOCIATE
GRADE O

SCOPE OF WORK:

Work involves developing and maintaining the architecture of an enterprise-wide information technology function, such as application development, computer systems, or telecommunications. The scope of enterprise architect work spans the majority of state agencies, and incumbents in positions assigned this classification in the Information Technology Department report to an Enterprise Information Technology Architect.

Work of positions assigned this classification in other large state agencies involves developing, managing, and maintaining the architecture of the agency's information technology functions to ensure integration of solutions with business and technology strategies and the agency's and State's architecture. Incumbents in positions assigned this classification typically report to the director of information technology.

DUTIES PERFORMED:

- Provide information, recommendations, assistance, and support to management regarding planning, development, and maintenance of architecture and strategy.
- Provide consultation and guidance to business analysts, staff, customers, and vendors to ensure customer needs are met and technical solutions fit within the enterprise architecture.
- Review product and/or service deliverables to identify concerns or risks that may impact the design of technical solutions; provide technical architecture recommendations.
- Determine technical requirements to deliver solutions; recommend and design technical environment and configurations to meet the objectives and requirements of solutions; diagram and document technical architecture.
- Research, evaluate, and analyze problems, systems performance data, solutions, tools, advanced functionality, industry trends, and best practices; determine impact of alternatives and options; prepare written and verbal reports and presentations, technical articles, and white papers; make recommendations for enterprise architecture, tools, techniques, solutions, and enhancements; determine process for implementation and integration.
- Plan, design and manage the development and deployment of solutions appropriate to business and state technology strategies.
- Ensure the enterprise or agency architecture supports business needs and that standards, policies, and best practices are implemented and followed.

- Assist in managing or may manage project tasks, costs, time frames, changes, etc.; document project activities; and communicate status of projects to ITD staff and managers, customers, and external entities.
- Lead ITD and/or agency user group meetings; assist enterprise architecture domain teams in development of technology standards.
- Assist in problem resolution of the most complex nature and as pertains to enterprise architecture.
- May provide input to agency strategic planning and budgeting activities.
- May manage staff, develop and implement work standards, implement performance management measures, provide for training of staff, and assign work duties as appropriate.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in computer science, computer information systems, or another information technology related field, and five years of professional-level work experience specific to the architecture of the position. Additional work experience as described may substitute for up to two years of the education requirement on a year-for-year basis.

Eff. Date: 6/09
* Denotes pay grade exception per NDAC 4-07-04-11
Rev. 5/11 – revised minimum qualifications statement
Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception