



DALLAS COUNTY JOB DESCRIPTION

Job Title:	IT Enterprise Architect	Job Code:	700100	Job Grade:	OM
Reports To:	Chief Information Officer	Pos. No:	New	FLSA Code:	E
Department:	Information Technology Services	Loc. Code:	2010001	SIC Code:	9311
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	B01

Summary of Functions: Designs the IT architecture for the County on an enterprise level. Defines system and application architecture. Develops, recommends and executes strategic plans by mapping information technology capabilities to business needs; assists in developing policies, guidelines, standards and procedures; and documents relationships between business rules and information technology solutions.

Management Scope: May lead and direct the work of others.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Defines and communicate the technical direction for the County with respect to hardware/software/network; develops and maintains architectural framework models to include network, data and application strategies.	35	E
2. Defines the strategic plan for technology transitions; develops briefing materials and communication plans, to include producing high-level designs, architectural blueprints and technical documents; and presents plans to management, elected officials and department heads.	30	E
3. Assists in defining project prioritization and funding estimates for strategic plans.	10	E
4. Assists in developing policies, guidelines, standards and procedures to ensure changes and new implementations support the strategies, working with management, project managers, technical specialists and third-parties to manage change from concept to completion.	10	E
5. Implements prototypes and proofs-of-concept to validate proposed technical architectures; and revises and refines plans as technology advances.	10	E
6. Performs other duties as assigned.	05	E

Minimum Qualifications:

Education, Experience and Training:

Education and/or experience equivalent to a Master's degree from an accredited college or university in Computer Science, Information Technology, or a job related field of study. Five (5) years of professional work related experience in information systems architecture with multiple hardware platforms, operating systems, databases, and application development platforms.

Special Requirements/Knowledge, Skills & Abilities:

Requires the ability to synthesize complex, unstructured and ambiguous information and provide appropriate technology to solve business problems. Familiarity with implementing Service Oriented Architectures (SOA). Knowledge of EA framework (i.e. Zachman, TOGAF) at an enterprise level, application integration, data warehousing/business intelligence, and network architectures. Exceptional analytical and problem solving skills. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, with exceptional analytical and problem solving skills, and ability to establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Driver's License, with a good driving record.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: FI12 400 pts, PS: F4 (57%) 230 pts, AC: F2S 175 pts, TTL: 805 pts, KH/PS/AC: 49-29-22, Profile: -2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 05/06

Approved by Civil Service Commission on

Date 05/15/06

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.