



Job Title: **Director of Technology Architecture**

Department: **Information Technology Services**

Supervisor: **Director of Information Technology**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Information Technology the Director of Technology Architecture will work in partnership with the deployment team to determine how to meet the team's objectives and overcome any problems. The Technology Consultant will work to improve the structure and efficiency of the Information Technology departments systems.

## **ESSENTIAL FUNCTIONS**

- Listen to and collaborate with users and technical staff.
- Deliver practical and sustainable results.
- Meeting with users to determine requirements.
- Working with users to define the scope of a project.
- Planning timescales and the resources needed.
- Clarifying user's system specifications, understanding their work practices and the nature of their business.
- Defining software, hardware and network requirements.
- Analyzing IT requirements and giving objective advice on the use of IT.
- Developing agreed solutions and implementing new systems.
- Presenting solutions in written or oral reports.
- Helping with change-management activities.
- Project managing the design and implementation of preferred solutions.
- Purchasing systems where appropriate.
- Designing, testing, installing and monitoring new systems;
- Preparing documentation and presenting progress reports to administration, supervisors, and users.
- Organizing training.
- Predictable and reliable attendance.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

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| <ul style="list-style-type: none"> <li>• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> <li>• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.</li> <li>• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</li> </ul> |
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## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a Bachelor's degree in computer science, software engineering, information management or related field.
- Requires five (5) years technical work experience with demonstrated competence.
- Experience with a fourth generation language, relational database and contemporary programming languages are required.
- Experience with K-12 administrative applications is preferred.
- Requires extensive knowledge of UNIX, Windows and Macintosh environments as well as fourth-generation programming languages. Must demonstrate competence in reading, writing and advanced mathematical principals and logic skills.
- Requires technical knowledge of industry-standard network technologies.
- Requires knowledge of industry-standard programming methodologies and advanced programming techniques.
- Requires knowledge of industry standard database management concepts.
- Requires the ability to independently work through highly complex technical troubleshooting processes.
- Requires effective interpersonal skills and ability to work with others to support the concept of teamwork and customer service. Has significant interaction with personnel representing all aspects of the IS Department, District administrators, principals, school/office staffs, State agencies and the vendor community.
- Ability to analyze and understand end-use needs (groups and individuals) and conduct computer systems training as needed.
- Ability to design, develop, debug and successfully implement computer application systems.
- Knowledge of operating systems currently in use as well as server administration and management.
- Ability to develop general business knowledge of K-12 public education.
- Ability to determine how to effectively address multiple priorities at one time.
- Ability to handle unusual software and hardware problems and to meet deadlines.
- Program flow and accuracy are critical.
- Ability to work well with frequent interruptions.
- Requires a valid Utah driver license.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_ HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 11/01/2019 \_\_\_\_\_