

POSITION DESCRIPTION

Under the general supervision of the Director of Technical Architecture & Project Management this position provides guidance and performs difficult research for the management of the application and infrastructure technologies that comprise the statewide technical architecture. This enterprise-wide responsibility includes the development of technical architecture platforms within DOA and across multiple agencies.

In addition the incumbent serves on advisory committees and works closely on agency projects s/he is advising. The incumbent also works closely with the Deputy Division Administrator.

60%

A. Provide advice, guidance and counsel to various agencies, committees, and work groups on technical architecture issues.

- A1. Assist with project management for large projects that cross multiple technologies, platforms and administrative boundaries.
- A2. Collaborate with technical leads from within DET and other agencies to develop and maintain the technical reference model which provides a set of standard technologies which reduces overall complexity and increases cost efficiency for the technologies in use within the State of Wisconsin.
- A3. Provide direction in the areas of technical policy and standards to work groups such as the technical architecture review committee and business solutions teams.
- A4. Review project charters that will flow through the governance process.
- A5. Act as an advocate for insuring that the technical architecture of projects aligns with the architectural guiding principles.
- A6. Provide consultation, guidance, and recommendations for implementations of infrastructure and application technologies for DOA and other state agencies. Communicate these items to non-technical and technical stakeholders.

20%

B. Oversight and management of complex research and design work involving technical architecture, licensing, contracts, platforms and statewide technology initiatives.

- B1. Perform complex research and analysis of technical architecture issues that impact the deployment of new or existing infrastructure or application architectures including licensing and contractual issues.
- B2. Write complex cases to help justify technical architecture decisions.
- B3. Provide consultation and guidance for implementations of projects which have a significant impact on the technologies in use within the State of Wisconsin. Present recommendations to senior technical and business leaders.

- B4. Provide timetables and secure adequate computing resources for specific research projects.
- B5. Coordinate research efforts and analyze the impact for the initiatives.
- B6. Lead efforts to design solution architectures for DET services and customer projects.

10%

C. Management of executive level IT technical architecture policies and procedures which have significant impact on major statewide issues and enterprise policy.

- C1. Assist the Director of Technical Architecture & Project Management in the development of technical architecture policy proposals including the preparation of issue papers which provide conceptual background for these policy recommendations.
- C2. Recommend policies and procedures relating to implementing new or changing technologies and architectures.

10%

D. Department of Administration employees strive to meet or exceed the expectations of the public and other customers by providing efficient, high quality state government services. As a Department of Administration employee, develop, refine and demonstrate proficiency in the following core competencies:

D1. Communicator

- Communicates clearly and concisely in verbal, written and electronic formats. Listens to achieve understanding. Is always professional and courteous.
- Understands that statewide issues and departmental priorities may affect daily work and recognizes the responsibility to be informed. Uses sources of information such as the intranet, on-line newsletter, and department-wide emails/bulletins.
- Solicits clarification on work assignments, check-in points, and deadlines as necessary. Keeps supervisor and other staff informed as appropriate.
- Presents ideas and information at a level of detail appropriate to the audience. Is open to both positive and negative feedback.

D2. Team Player

- Contributes toward making each workday a favorable experience by maintaining a positive attitude, avoiding negativity, and being someone co-workers like to be around.
- Is a willing participant. Shares expertise and acknowledges it in others.
- Works harmoniously as a team member or as a team leader. When conflicts occur, is proactive in discussing possible areas of agreement, communicating rational arguments, suggesting new options that may satisfy the needs of all parties and accepting the decisions.
- Recognizes customer needs and advocates as appropriate for them.

D3. Innovator

- Is open minded, flexible, and responsive to innovations that improve business processes.
- Is creative when bringing common sense solutions to the table for problems or issues that are identified.
- Knows when to take risks and then acts.
- Accepts the possibility of failure and minimizes risk by asking pertinent questions and communicating routinely with supervisor. When failure occurs, recognizes the learning opportunity, applies lessons learned and doesn't quit taking risks.

D4. Learner

- Demonstrates a basic command and a willingness to learn skills important to the success of all employees, including effective time management, interpersonal skills, and appropriate technical expertise.
- Is interested in growth and development and strives to constantly increase and apply knowledge. Stays abreast of changes in field of work.
- Is willing to participate in divisional, cross-divisional, and multi-agency teams and projects. Recognizes the learning opportunities' and value of working with people outside the immediate work area.
- Identifies career goals and related training opportunities and pursues strategies for success.

D5. Role Model

- Sets examples of honesty, integrity, respect, and humility.
- Displays a positive attitude through respectful, courteous, enthusiastic, and confident interactions with co-workers, customers and supervisors.
- Shows openness, caring, and support for others while listening and responding to their needs and concerns, and respecting privacy and cultural differences.
- Is approachable, uses open/friendly body language, and dresses appropriately for the setting.

D6. Work Ethic

- Demonstrates a strong work ethic encompassing initiative, motivation, commitment, and productivity while encouraging others to do likewise.
- Shows dependability in attendance, being fully engaged in job duties and meeting deadlines.
- Treats customers with respect and responds promptly and positively to their needs.
- Listens with an open mind and is not defensive when performance issues are constructively addressed.
- Makes decisions within the parameters of one's job and authority, and accepts responsibility for those decisions.

Knowledge, Skills, and Abilities

1. Knowledge of technical architecture practices.
2. Knowledge of application architecture practices.
3. Knowledge of storage solutions.
4. Knowledge of networking practices.
5. Knowledge of project management practices.
6. Knowledge of meeting best practices and facilitation.
7. Knowledge of problem solving and risk mitigation practices.
8. Knowledge of enterprise security practices.
9. Knowledge of DET enterprise strategy and policies.
10. Knowledge of LEAN principles.
11. Well developed written and oral communication skills.