Job Description

PimaCommunityCollege

Position Title: Analyst 4, Architecture

Job Group: Information Technology

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

Oversees the management of the Infrastructure unit in Infrastructure Services. Acts as a technical team lead over all systems managed by unit. Conducts the design of any new infrastructure systems and rework of existing systems. Evaluates new technology and products. Supervises the Infrastructure Unit employees and sets the goals and direction for projects.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Designs the enterprise network and datacenter systems to meet business needs.

2. Evaluates project work, staff, methods, and associated procedures related to enterprise level systems.

3. Designs and implements monitoring and reporting strategies, capacity planning and modeling of Enterprise, multi-platform, or multi-disciplinary systems.

4. Performs cross-functional, multidisciplinary technical management.

5. Leads complex troubleshooting of urgent, technical problems.

6. Meets with vendors to design and develop hardware and software specifications, solutions and strategies.

7. Participates in change management review.

8. Provides secondary support to other Architects and management and oversight of legacy systems.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems

2. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

3. Skill in performing a variety of duties, often changing from one task to another of a different nature

4. Skill in positive, productive and flexible customer service

5. Skill in project management principles, processes, and techniques

6. Ability to adapt to a rapidly changing technical environment

7. Ability to work with independently as well as in a team environment

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments. Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training/Certification in Information Technology or a closely related field of study required.
- Bachelor's degree in IT Systems Administration IT Systems Design/Architecting or a closely related field of study required.
- Three (3) to Five (5) years of related experience with IT Systems Administration (multi-platform) and System Architecture required.
- Five plus (5+) years of related experience with IT Systems Administration (multi-platform) and System Architecture preferred.
- One (1) to Three (3) years of supervisory experience required.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- On call/works some evenings or weekends
- Pre-employment Background Check Required