West Valley - Mission
Community College District

CLASS SPECIFICATION

PRINICPAL INFORMATION TECHNOLOGY ARCHITECT

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 98

DEFINITION

To act as technical expert for functional area or specialized field; to perform project management duties related to an area of assignment that requires specialized, expert knowledge; and to provide highly complex professional support to an assigned manager.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Information Technology professional series. Positions at this level are recognized as technical experts and distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees are responsible for technical management and/or coordination of multiple technical functions, platforms, technologies, conceptual design, or technological applications; and may perform technical and functional oversight over professional and technical staff.

This class is distinguished from the Senior Information Technology Analyst in its focus on high level information systems technologies as applied to multiple technologies, involving systems architecture, systems application design and integration of multiple systems. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Associate Vice Chancellor, Information and Educational Technology, or designated manager.

Exercises technical and functional oversight over professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Coordinate the technical implementation and on-going administration of enterprise-wide cross-

platform large-scale systems.

Perform cross-functional, multidisciplinary technical oversight to include evaluation of project work, staff, methods and associated procedures related to enterprise-level systems.

Design enterprise-wide systems architecture and integration strategies across multiple platforms, technologies or software systems.

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

Design and implement monitoring, capacity planning and modeling of enterprise-wide, multi-platform or multi-disciplinary systems.

Lead complex troubleshooting of urgent, enterprise-wide technical problems.

Consult with administrators and other department personnel to provide guidance and technical direction for proposed enterprise technical solutions.

Recommend goals and strategies for technology projects and solutions in response to district initiatives.

Participate in budget preparation.

Lead planning activities with college departments, outside agencies and systems vendors, and staff from multiple disciplines.

Participate on committees; answer questions and provide expertise related to area of assignment.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of application design and systems integration.

Principles and practices of leadership, team building and project management.

Expert principles and practices of systems analysis and administration.

Expert software application development tools.

Applicable programming languages.

Advanced principles and techniques of systems, application, and network security.

Expert principles of database design, structure development, features, operations, programming, and data access.

Internal operating system technology, computer operations and hardware, and network communications theory.

Ability to:

Manage complex technical projects or functional areas.

Conceptualize, design and document complex systems solutions.

Lead, organize and review the work of staff.

Use operating system languages as defined by the area of assignment and perform systems level programming in a distributed, networked environment.

Interface/integrate district and/or campus defined operating system(s) with software and other systems.

Evaluate existing and proposed systems and recommend upgrades and/or modifications.

Assist in the development and monitoring of an assigned program budget.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems related to area of assignment; identify and locate the source of the problem; diagnosis problem and develop logical, reliable solutions; and design and initiate corrective actions.

Communicate technical issues to individuals with varying degrees of information technology knowledge.

Organize and manage multiple priorities and perform a variety of work assignments.

Provide on-call service, as assigned, during off hours, evenings, weekends and holidays.

Use sound judgment in recognizing scope of authority.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of responsible advanced journey experience similar to Senior Information Technology Analyst with the West Valley-Mission Community College District.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information technology or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Professional Non-Faculty

Date Approved: September 16, 2020