

DUTY STATEMENT

**LEGISLATIVE COUNSEL BUREAU
LEGISLATIVE DATA CENTER**

**DEPUTY DIRECTOR, CEA II
ARCHITECTED SERVICES DIVISION**

The Deputy Director of the Architected Services Division reports to the Chief Deputy Director of the Legislative Technology Branch and manages five section managers. The Deputy Director is a member of the LDC's executive team and participates in the formulation of the LDC goals, policies and long range plans and establishes policies relative to the activities of the Architected Services Division. The Deputy Director of the Architected Services Division interacts with the highest levels of management and staff in the Legislature, with management of executive branch data centers and with computer suppliers, equipment vendors, and maintenance personnel. The Deputy Director of Architected Services has full management responsibility for the planning, installation, maintenance, and support, of large complex mission critical custom-developed application components, off-the-shelf software package products, and data services on centralized and distributed multi-vendor computing environment. Application products that use these architected services provide the members of Legislature, their committees and staff with computer systems and information that directly enable them to execute their legislative business processes in an efficient and effective manner. Legislative publications, including all forms of legislative measures, Daily and Weekly History publications, Daily and Weekly Journal publications, and Daily and Weekly File publications are produced through automated services developed and maintained by the Architected Services Division.

TYPICAL TASKS:

- 55%** Works closely with the Legislative Counsel, Chief Deputy Directors, Enterprise Architect, Deputy Directors of other LDC branches, and the LDC Information Security Officer in the establishment of both long-range and short-range planning for the LDC. He or she participates in all policy and strategic planning activities and acts as an advisor to the Legislative Counsel, Chief Deputy Directors, and the Enterprise Architect on information technology and organizational issues, including, but not limited to, ensuring 24x7x365 operations for the Legislature. Implementation of strategic initiatives may involve reorganization of the current Architected Services Division and recommending revisions to the current Data Center policies that affect workflow, performance, and staff management. Plans, organizes and directs the activities of the Division. Evaluates the effectiveness of current applications and development technologies and provides strategic direction for changes.
- 15%** Coordinates with leadership and executive staff of the Legislative Branch in planning new applications to support legislative business functions and processes.

- 15%** Prepares written reports and recommendations on critical LDC policy issues, organization issues, division policies and procedures, and projects for the Legislative Counsel and Chief Deputy Directors.
- 10%** Evaluates subordinate staff's performance and provides direction in personnel administration of Division staff. Develops the Division's operating, equipment, and training budget, and develops and negotiates contracts with vendors for technical services and products. Administers vendor contracts and approves contract payments.
- 5%** Performs other duties as required.