Department of Motor Vehicles
Proposed Position Duty Statement Form

Division: Information Systems Division	**Classification Title:** Information Technology Specialist - II
Region/Branch: Governance Branch	**Working Title:** Enterprise Architect
Unit: Enterprise Architecture	**Tenure/Timebase:** Full Time
Position City:	**Position County:**
Position Number:	**CBID/Bargaining Unit:**

Conflict of Interest Classification: ☒ **Yes** ☐ **No**

(If Yes) This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Medical Evaluation: ☐ **Yes** ☒ **No**	
Sensitive Position: ☐ **Yes** ☒ **No**	**DMV Employee Pull Notice:** ☐ **Yes** ☐ **No**
Fingerprint/Live Scan: ☒ **Yes** ☐ **No**	**Professional License:** ☐ **Yes** ☒ **No**
Work Week Group	**Effective Date :**

Direction Statement and General Description of Duties:

Under the general direction of the Information Technology Governance Branch Chief (Information Technology Manager II), the Enterprise Architect serves as the project leader on the researching, designing, planning, developing, documenting, and maintaining DMV's Information Technology (IT) architectures. The Enterprise Architect partners with business and IT teams to understand business needs and the current technology landscape to develop architectures where IT supports the achievement of business goals. The Enterprise Architect develops and evolves artifacts such as reference models, standards, processes, architectural assessments, and roadmaps. The duties the Enterprise Architect performs require regular innovative problem-solving within broadly stated and non-specific guidelines.

Percentage and Essential/Marginal Functions:

35% Technology Evaluation & Research

Researches and evaluates new technologies and make recommendations for continual improvements in IT efficiency and effective use of technology resources. Conducts market research by gathering information from meeting with vendors. Creates architectural assessments by researching, analyzing, and distilling information from multiple sources and perspectives. Stays abreast of DMV' business strategies and long-range plans and recommends solutions to accomplish the objectives. The incumbent will be act as a liaison with the

business to understand their processes and meet business needs through technology and processes. Develops, documents, and promotes principles, policies, standards, and guideline.

30% Consulting Services

Processes and tracks customer request for architectural services. Works with business and technology teams to identify optimal solutions to meet business goals. Elicits high-level requirements and desired business outcomes from customers and stakeholders to develop business cases. Communicates status updates to stakeholders. Provides and coordinates architectural assessments. Works with subject matter experts to complete a thorough impact analysis. Coordinates and facilitates architectural review team. Updates architecture models because of requests being approved. Documents processes and determine ways to improve process efficiency.
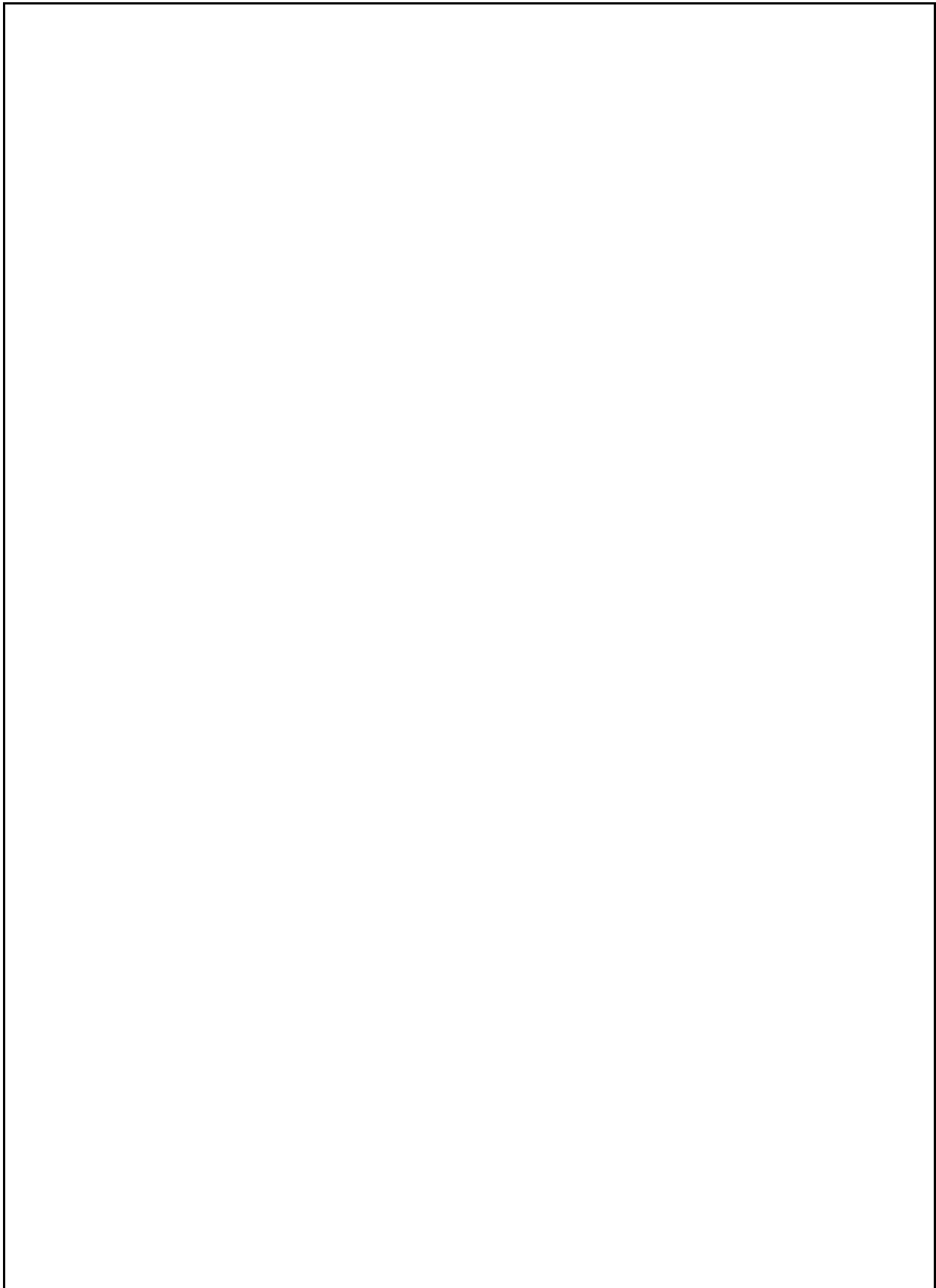
20% Architecture Development

Documents and validates current and future architectures from the business, information, application, and infrastructure viewpoints, to facilitate the design and deployment of technology solutions across the organization. Develops and maintain business, data, service, and technology models. Translate the models into various formats that can be used to communicate with all levels of stakeholders. Promotes, documents, and publishes corporate modeling standards and procedures. Develops and manages architecture roadmaps and works with stakeholders to guide implementation. Develops current, target, and future transition architectures. Produces gap analysis, formulate strategic approach of implementation, identifies projects to achieve the target architecture. Maintains data and generates reports within Enterprise Architecture repository.

10% Policies and Methodologies

Designs, develops, maintains, and continual improves IT policies, standards, and methodologies. Provides consultation, training, and staff development on processes and procedures to consistently utilize DMV IT policies, standards, and methodologies. Participates in reviewing IT policy and methodology information included in all IT-related contract materials. Assists with designing governance, assurance and standards activities associated with ensuring enterprise architecture compliance of projects and technology solutions.

5% Marginal Functions

Participates in special projects within the unit. Participates in other projects as a representative of Enterprise Architecture. Participates in regular architecture planning, review, governance, and project evaluation meetings.

Supervision Received: The ITS III is under the administrative direction of the Information Technology Governance Branch Chief (ITM II).

Supervision Exercised and Staff Numbers: The ITS III is the technical expert over a multi-functional, highly complex project portfolio. The ITS III does not supervise but may act as a lead to others and will be regarded as the Architecture Subject Matter Expert.

Working Conditions:
Works indoors in an office setting, in a cubicle. Will access a computer, sit for periods of time, and attend meetings in locations throughout the division, the building, and occasionally at other locations outside of DMV.

Physical Requirements:

Special Requirements:
DMV operates 24/7. Incumbent may be required to carry a cell phone, work occasional evenings and/or weekends, or attend out of town classes or conferences.

Desirable Qualifications: In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

1. **Education and Certification:**

- A bachelor's degree in Computer Science, Information Technology, Systems Engineering, or a related field.
- Advanced certifications relevant to enterprise architecture, such as TOGAF (The Open Group Architecture Framework), Zachman Framework, or Certified Information Systems Security Professional (CISSP).

2. **Experience:**
   - Minimum of five years of experience in an IT architecture role, with a demonstrated track record of developing and implementing enterprise architecture strategies and solutions.
   - Extensive experience in project management, including planning, executing, and overseeing large-scale IT projects.
   - Proven expertise in designing and implementing secure, scalable IT systems and infrastructure.

3. **Knowledge:**
   - Deep understanding of enterprise architecture frameworks and methodologies.
   - Comprehensive knowledge of current and emerging IT trends, technologies, and software.
   - Familiarity with state and federal IT regulations, standards, and best practices.

4. **Skills:**
   - Strong analytical and problem-solving skills to address complex IT challenges.
   - Excellent communication and interpersonal skills, capable of working collaboratively with cross-functional teams and effectively communicating technical concepts to non-technical stakeholders.
   - Leadership skills, with the ability to mentor junior staff and lead by example.

5. **Abilities:**
   - Ability to align IT infrastructure and systems with organizational goals and strategies.
   - Capability to anticipate future IT needs and trends and plan accordingly.
   - Aptitude for critical thinking and decision-making in high-pressure situations.

Personal Contacts: