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PROFESSIONAL STAFF POSITION DESCRIPTION FORM

For instructions on completing this form in MS Word see: http://www.washington.edu/admin/hr/forms/instructions.html

Please provide the following information for the position to be reviewed or recruited for. It is important that all sections be completed. The boxes will expand as necessary to accommodate all information. Instructions for completing this form are at: http://www.uw.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript-instr.pdf

POSITION IDENTIFIERS		
Proposed Payroll Title (not working title): Technology Manager	Home Department: UW Information Technology	Major Organization: UW Information Technology
Manager's Name: Erik Lundberg	Manager's Payroll Title: Assistant Vice President/Provost	Creation/Revision Date: 4/16/2013
CURRENT EMPLOYEE INFORMATION (ENTER "VACANT" IF A RECRUITMENT)		
Employee Name: vacant	Employee ID Number (EID): - -	Current Payroll Title (not working title):

POSITION PURPOSE, COMPLEXITIES, DIMENSIONS, AND IMPACT TO THE UNIVERSITY

Position Purpose:

The IT Services & Strategic Sourcing (ITS) division within UW Information Technology (UW-IT) provides project management and service management to support UW-IT broadly, and tools and infrastructure to support critical business continuity for UW-IT and the University. In addition, ITS develops new and alternative sources to traditional service delivery.

The Enterprise Architect provides strategic technology leadership to develop, maintain and manage enterprise architecture (EA) across the institution. This individual is responsible for leading the integration of EA processes with related business and IT processes and for defining and shaping the architecture review process within UW Information Technology.

Position Complexities:

The Enterprise Architect must have both deep and broad technical knowledge in addition to extensive knowledge of the policies and procedures of the University. System complexity will range from distributed systems to mainframe and client/server applications. The Enterprise Architect will need to be unflappable in the face of opposition to architectural ideals. This role requires that the incumbent possess a keen intellect and have a fundamental affinity for dealing with complex issues where many criteria matter, but to varying degrees to different constituencies.

Position Dimensions and Impact to the University:

The Enterprise Architect is a key strategic role with university-wide scope. This person is responsible for working with key stakeholders and IT technical and organizational leaders throughout UW-IT and other University IT groups to build a holistic view of UWs enterprise architecture strategy. This position will ensure UW's technical architecture direction is in alignment with University needs and IT best practices. The incumbent will link the Enterprise Architecture Steering Group mission, vision, and processes to the IT strategy, and document these as technical roadmaps using multiple architectural models or views that show how the current and future needs of the organization will be met in a realistic, evolutionary, sustainable, and adaptable manner.

POSITION RESPONSIBILITIES

Duties & Responsibilities: (Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's % FTE.)

Program Leadership and Strategy: (35%)
* Provide leadership for and evolve the enterprise architecture function/program.
* Understand, advocate and support the enterprise architecture strategies.
* Lead and facilitate the creation and ongoing change and maintenance of EA guiding principles.
* Oversee the evaluation and selection of EA standards and best practices.
* Lead and develop governance structure and compliance activities for EA.
* Develop strategy for integrating IT Service Management, Project Management, and EA.
* Identify organizational requirements for the resources, structures and cultural changes necessary to support

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enterprise architecture.

Communication and Outreach: (10%)
• Promote the EA process, outcomes and results to the institution, including the enterprise's IT and business leaders.
• Lead the development and execution of a communication and education plan for enterprise architecture.
• Assess and communicate the value of the enterprise architecture.
• Convene and create a community of embedded architects, business partners, and other subject matter experts to rely on

Architecture and Technical: (45%)
• Develop an implementation plan for enterprise architecture based on business requirements and IT strategies.
• Oversee EA implementation and ongoing refinement activities.
• Consult with project teams to fit projects to enterprise architecture, as well as to identify when it is necessary to modify the enterprise architecture to accommodate project needs.
* Evaluate vendors and products while maintaining objective perspective.
• Consult with infrastructure development project teams to fit infrastructure to architecture, as well as to identify when it is necessary to modify the technical architecture to accommodate infrastructure needs.
• Oversee the documentation of all architecture design and analysis work.

Analysis and Trending: (10%)
• Lead analysis of the current IT environment to detect critical deficiencies and recommend solutions for improvement.
• Lead analysis of technology industry and market trends to determine their potential impact on the enterprise architecture.

Lead Responsibilities:

The Enterprise Architect has no direct supervisory responsibilities, but will provide an important leadership role for project teams and architects embedded in the organization. The individual must be able to lead through influence and example, encourage cooperation, train others, and inspire engagement.

Supervisory Responsibilities:

POSITION QUALIFICATIONS

Required qualification – Minimum education this position requires
☐ Associate Degree in _____.
☒ Bachelor's Degree in <u>Computer Science / Engineering or related field</u>.
☐ Master's Degree in _____.
☐ Professional Degree (specify required degree) _____.
☐ Doctoral Degree in _____.
☐ Professional Certification or License (specify required certification or license) _____.
Can equivalent experience substitute for degree requirement? ☒Yes ☐No

Required qualification – Minimum work experience (number of years and type of experience):
☐ One year or less   ☐ Two to three years   ☐ Four to five years   ☐ Six to eight years   ☐ Nine or more years

Specify the type of experience required:
• Ten years of experience in IT with some dedicated experience in technical and enterprise architecture.
• Strong knowledge of Enterprise Architecture and full life cycle experience using one or more architectural frameworks and associated architecture development methods (e.g. TOGAF, DoDAF, MODAF, Zachman, FEAF.)
* Understanding of IT Service Management
• Exposure to multiple, diverse technologies and processing environments.

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- Effective presentation skills that demonstrate credibility and illustrate passion and enthusiasm
* Effective communication skills as to clearly communicate ideas in a persuasive, compelling, justified and logical manner.
- Ability to balance strategic thinking and ideas with tactical operations and technical details.
- Understanding of the political climate of the enterprise and how to navigate the politics.
- Ability to balance the long-term ("big picture") and short-term implications of individual decisions.
- Ability to translate business needs into EA requirements.
- Ability to estimate the financial impact of EA alternatives.
- Ability to apply multiple solutions to business problems.
- Ability to rapidly comprehend the functions and capabilities of new technologies

Desired – Education, work experience: Describe education and/or work experience beyond the minimums that would be 'desirable' but not required to satisfactorily perform the position's duties and responsibilities.

- Respected as a leader.
- Experience in Higher Education.
- Experience presenting Enterprise Architecture at Higher Education conferences.
- Experience presenting at national and international IT conferences.
- Influential in the organization and as a team player.
- Highly supportive of the business and of its ideals and strategies.
- Neutral toward technology, vendor and product choices; more interested in results than in personal preferences.
- Effective at driving short-term actions that are consistent with long-term goals.

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WORKING ENVIRONMENTAL CONDITIONS

OTHER COMMENTS

CONTACTS/INTERACTIONS

Identify this **position's significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President's secretary). Briefly describe the purpose of the contact, AND indicate the frequency of the contact.

Position will have direct contact with: (check all that apply):	Purpose of each contact checked:	Frequency of contact:
Institutional Officers: ☐ Regents ☐ President ☒ Executive Vice President & Provost	Status updates	☐ Daily to Weekly ☐ Weekly to Monthly ☒ Less than Monthly ☐ None
Major Leaders ☒ Vice Presidents ☒ Vice Provosts ☒ Deans ☒ Heads of Major Org. Departments ☒ Medical Center Exec Dir./COO	Discussions of specific technologies, architecture, and/or frameworks	☐ Daily to Weekly ☒ Weekly to Monthly ☐ Less than Monthly ☐ None
Other Employees ☒ Department Chair ☒ Faculty ☒ Other Staff Members ☒ Student Employees	Discussions of specific technologies, architecture, and/or frameworks	☐ Daily to Weekly ☒ Weekly to Monthly ☐ Less than Monthly ☐ None
Students: ☐ Teaching ☐ Counseling ☐ Other	Discussions of specific technologies, architecture, and/or frameworks	☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Patients ☐ Customers	Discussions of specific technologies, architecture, and/or frameworks	☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☒ Outside Institutions / Organizations ☐ Other (please specify):	Discussions of specific technologies, architecture, and/or frameworks	☐ Daily to Weekly ☒ Weekly to Monthly ☐ Less than Monthly ☐ None
☒ Vendors ☒ Suppliers	Discuss product information and requirements, technical standards	☐ Daily to Weekly ☐ Weekly to Monthly ☒ Less than Monthly ☐ None
☐ General Public		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Others (specify):		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None

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ORGANIZATION CHART

THIS POSITION

Proposed payroll title for this position: Technology Manager Gr 12

MANAGERS

Position's manager: name: Erik Lundberg	Payroll Title: Assistant Vice President / Provost
Manager's manager name: Kelli Trosvig	Payroll Title: UW-IT Vice President and CIO

OTHER POSITIONS REPORTING TO THIS POSITION'S MANAGER

Name: Peter Bonow	Payroll Title: Technology Manager, grade 11
Name: Andrew Ward	Payroll Title: Technology Manager, grade 10
Name: Mary Mulvihill	Payroll Title: Manager of Program Operations, grade 10
Name:	Payroll Title:

SUBORDINATES

A.			B.	C.
Employees Directly Supervised by This Position			Headcount of Positions Reporting to Column A Position.	Total FTE of Positions Reported in Column B.
Name:	Payroll Title:	Position % FTE		
		%		
		%		
		%		
		%		
		%		
		%		
		%		
		%		
		Total %	**Total**	**Total**
		0.00 %	0	0.00

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