NEW POSITION REQUEST

TITLE: **IT ENTERPRISE ARCHITECT**

REPORTS TO: Senior Infrastructure Manager

POSITION SUMMARY:
The Enterprise Architect designs and manages high level plans for the enterprise wide local and wide area network (LAN/WAN) strategies, telecommunication systems, Private Cloud initiatives, Collaboration Platforms, Virtualization strategies, server farms, and the Data Center. This individual provides technical leadership and consulting across the organization, from strategic decision-making to project planning. The Enterprise Architect is responsible for gaining organizational commitment for all high level infrastructure plans. S/he initiates and participates in projects to evaluate new technologies and best practice methods to implement these plans.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Manage and/or assist in the development and implementation of IT related initiatives. Coordinate needs, resources and tasks to ensure quality results.
- Manage IT projects including but not limited to deployment of a Service Management framework, server virtualization, Change Management, Share Point, Storage Solutions, and Private Cloud initiatives.
- Mentor and lead team members to enhance technical knowledge, project management, and consulting expertise.
- Establish monitoring, metrics and oversight for all key IT systems. Establish guidelines for capacity, performance, and support of critical applications and hardware.
- Create optimal LAN/WAN network topologies and telecommunication configurations.
- Research network products, services, protocols, and standards in support of network procurement and development efforts.
- Develop and manage business continuity and disaster recovery plans, and maintain current knowledge of plan executables.
- Provide architectural consulting expertise, direction, and assistance to Systems Analysts, Business Systems Analysts, and Helpdesk technicians.
- Develop, document, make recommendations, and communicate plans to invest in IT infrastructure, including analysis of cost reduction opportunities.
- Ensure that proposed and existing system architecture is aligned with organizational goals and objectives.
- Evaluate and guide long-term growth and development of IT architecture and standards toward inter-operability, usability, manageability, and overall security.
- Consult in the resolution of complex network problems for a variety of end users and recommend corrective hardware and software solutions.
- Prepare statistical analyses of network monitoring data.
- Prepare documentation of the systems architecture and environment.

POSITION JUSTIFICATION FROM CURRENT .5 FTE TO 1 FTE:

- Organization growth has dramatically increased IT work load, requiring additional resources for infrastructure management and processing support. As one example, the number of servers increased from 12 two years ago to 40+ currently (includes virtualized servers).
- The Infrastructure Team now supports a user base of approximately 300 people, having grown substantially during the last year.
- Systems operations have expanded beyond the usual 8 am - 5 pm business hours.
- Components added to our network design support WebForms and increase network complexity and corresponding support needs.
- Greater engagement in utility Integrated Resource Plans requires more emphasis on longer-

term planning to ensure appropriate IT technical and application infrastructure is in place.

- Complex projects, including the Enterprise Resource Planning effort, Business Intelligence effort, Sharepoint and WebForms, all demand sufficient resources for necessary planning and management oversight and to deliver timely project implementation within budget.
- A current part-time employee has expressed interest in and willingness to move into a full-time position to fulfill these position responsibilities and meet these requirements.
- A portion of the $77,500 2010 budget originally anticipated for consultant services would instead be reallocated to cover the cost of converting the currently authorized part-time position to a full-time position.

MINIMUM QUALIFICATIONS

- A Bachelors of Science degree and/or 10 years equivalent work experience in relevant field of expertise.
- Working technical knowledge of current systems, network hardware, protocols, and standards.
- Solid grounding in core Microsoft based enterprise systems and knowledge of the Microsoft strategy roadmap.
- Understanding of the organization's goals and objectives and ability to translate that knowledge to technology leadership.
- Strong project management experience.
- Knowledge of applicable data privacy practices and laws.
- Strong understanding of information principles and practices.
- Proven experience conducting research into networking issues and products as required.
- Ability to present ideas in user-friendly language.
- Proven experience with highly flexible network and systems design in a fast paced business environment.
- Self motivated and directed, with keen attention to detail, and in-depth analytical and problem-solving capabilities.
- Strong written and oral communication skills and good interpersonal skills.
- Customer service orientation.
- Experience working in a team-oriented, collaborative environment.
- Ability to lift and transport heavy to moderately heavy objects, such as computers and related equipment.

BENEFITS TO ENERGY TRUST

- Need and corresponding budget for consulting services will be reduced by $77,500.
- Expertise will be maintained in-house and retained by Energy Trust.
- Strategic planning skills, deeper breadth of knowledge and expertise will deliver benefits to complex projects, including ERP and SharePoint.
- Capability to focus on and develop longer-term plans for system investments will improve, providing greater availability, reliability and redundancy for our core infrastructure.