ASHEVILLE, NORTH CAROLINA

Classification Specification

Business Architect
Job Code: 2562
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to coordinate budget planning and administration for the department and to provide advice and guidance regarding technology solutions to City work processes, and to manage related projects.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates and prepares annual operating and capital budget for the department: coordinates with department staff regarding budget requests and makes related recommendations; enters budget data and information into accounting software; prepares budget documentation for review and approval by Chief Information Officer and submission to City Council; approves department purchases and payments; monitors expenditures to ensure compliance with approved budget; and leads budget review meetings.

Provides technical expertise and advice regarding technology components of City contracts and technology initiatives: reviews all contracts to ensure compliance with project review processes and technology standards, such as security, data privacy, accessibility, etc.; and serves on the Contracting and Purchasing Equity Team as technical resource.

Provides business process analysis and consultation to City departments: meets with City departments to develop an understanding of strategic and tactical business objectives; technology with City strategies, priorities, and business needs; identifies impact on business processes; establishes strategic priorities; collaborates with stakeholders to define current and desired future state of operating models and business capability roadmaps; and provides consultation regarding solutions planning, technical trends, impact analysis, risk assessment, budgeting, and the application of new and existing technology to business practices.

Leads and manages technology projects, such as endpoint security, phone replacement project, mobile device management, etc.: represents City and business needs to project teams; identifies and prioritizes technology and process improvement opportunities and key performance measures for technical systems; and leads and/or participates in the development and implementation of project plans, preparation and evaluation of requests for proposal, and other project activities.

Performs related duties in support of department operations: provides direct technical support to end users to resolve issues; assists other department staff with projects and work activities as needed; participates on interview panels; and represents the department when Emergency Operations Center is activated.

Maintains an awareness of new applications, technologies, technical methods, trends, and advances in the profession; reviews professional publications, technical manuals, and websites to increase knowledge of budgeting and accounting processes and standards, business technology systems, processes, and standards, and related information technology issues; and attends conferences, workshops, and training sessions as appropriate.

Communicates with City officials, supervisor, other City employees, third party service contractors, vendors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, contracts, requests for proposal, budget analysis, statistical analysis, budget and financial records, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Information Technology, Computer Science, or a related field required; supplemented by five years of experience in budget planning and administration, and information technology project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary

to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.