November 4, 2022

TITLE: IT Enterprise Architect

EMPLOYMENT TYPE: Exempt (Full Time)

DIVISION: Information Technology

PAY RANGE: **$2,342.15 - $3,513.23 weekly ($121,792 - $182,688 estimated annual)**

APPLICATION DEADLINE: Sunday, November 27, 2022

WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:
Information Technology Enterprise Architect will be responsible for the development and implementation of enterprise architecture that is aligned with the District's security vision; and establish and enforce IT governance, standards, and policies for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo Transportation Authority (TA). The role of the Enterprise Architect is to enable business and IT leaders to make investment decisions that balance and prioritize current operational demands, disruptions, and opportunities with the longer-term strategic vision of the organization. Furthermore, the enterprise architect provides technology guidance, road maps, principles, standards, and best practices to the organization.

EXAMPLES OF ESSENTIAL FUNCTIONS:
- Develops and implements IT Architecture strategy for the district. Leads the IT Architecture vision that is aligned to organizational priorities and enables and facilitates the organization's business objectives.
- Provides overall direction, guidance, and definition of IT architecture to effectively support the corporate business strategy.
- Supports all architectural disciplines and champions' architectural initiatives.
- Reviews existing business processes and establishes metrics to improve business processes, as well as support of all architectural disciplines under their direction.
- Leads programs to develop, maintain, and govern the enterprise architecture (EA) across the organization.
- Works on highly complex projects that require in-depth knowledge across multiple specialized architecture domains.
- Leads the EA review board, governance processes, and ensures that the solutions are compliant with target-state architecture models, including facilitating the creation of governing principles to guide EA decision making.
- Promotes the EA process, outcomes, and results to the organization and senior leadership.
- Manages exceptions to architectural standards at an enterprise level.
- Ensures the conceptual completeness of the technical solutions.
- Provides strategic consultation to business and IT leaders.
- Advises on options, risks, costs versus benefits, system impacts, and technology priorities.
- Partners with business leaders to understand business requirements and help them understand how technology tradeoffs influence strategy.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Consults with project teams to fit projects to EA, as well as to identify when it is necessary to modify the EA, ensuring architectural alignment with project goals and requirements.
- Develops, analyses, and communicates architectural policies, standards, guidelines, procedures, and requirements.
- Approves modification of the enterprise architecture to accommodate project needs.
- Directs the research and evaluation of emerging technology, industry, and market trends.
- Works with senior leadership to approve allocation of budget to meet architectural initiatives critical to business/mission success.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: Works under the direction of the IT Manager/CITO, Information Technology who establishes goals and objectives, monitors and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Computer Science, Information Systems, Information Technology, Computer Engineering, System Analysis or a closely related field.
- Five (5) years of experience in technology programs and initiatives.
- Three (3) years of technical lead experience in an IT department.
- Two (2) years of project management of staff management (in house, or consulting) experience.

PREFERRED QUALIFICATIONS:

- Hands-on experience in a multi-cloud environment (Azure, AWS, GCP, OCI).
- Flexibility to work outside of regular business hours when needed.
- Deep technical and operational understanding of Application and Infrastructure architecture and related technologies.
- Strong knowledge in the following areas: IAM, system virtualization, Windows and Unix Security, Cloud Security, Application Whitelisting, Vulnerability Management, endpoint security controls, Disaster Recovery.
- Strong working understanding and knowledge of Windows and Linux Operating Systems.
- Knowledge and depth and/or breadth of expertise in informational technology disciplines (ex. Network operations, databases, software application and interfaces, computer operations, production control, quality assurance and systems management).
- Excellent verbal, written organizational, presentation, and interpersonal communication skills, especially with non-technical audiences.
- Leadership experience in leading multiple, large, cross-functions teams or projects, and influencing senior level management and key stakeholders.

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

BENEFITS:
For additional information on SamTrans benefits, please visit, https://www.samtrans.com/about-samtrans/jobs
Holidays   : Seven paid holidays, plus up to four floating holidays per year
Paid Time Off   : Up to 26 days (PTO) per year
Cafeteria Plans : Medical, dental, vision care, group life insurance and more
Transportation : Free Bus Transportation for employees and qualified dependents
Pension   : Social Security and California Public Employees Retirement Systems (CalPERS)
- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:
- To apply, please visit the **www.samtrans.com/about-samtrans/jobs**. Complete an online employment application by 11:59 pm on Sunday, November 27, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to **hr@samtrans.com**.
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.