Job Title	Client Technologies Analyst IV
Job Code	
Exempt Status	*Exempt
Position Status	
EEO Classification	

*Exemption may be subject to applicable salary requirements from the Department of Labor

Job Summary

The Client Technologies Analyst IV under general direction, provides technical leadership and oversight for deployment and delivery of enterprise-wide client technology projects or services. Mentors, trains, and develops employees.

Essential Duties and Responsibilities

- Oversees team responsible for setting the enterprise's technical standards and direction. Develops specifications and establishes standards and procedures for the deployment of personal computer devise (PCD) hardware and software and server administration based on regulatory requirements and input from the enterprise's stakeholders.

- Plans, directs, and coordinates operational and procedural goals and objectives. Establishes protocols and processes for problem management and support. Continuously monitors effectiveness of established processes and protocols.

- Establishes standards for the development of PCD and large network server hardware and software purchases and processes used to document PCD and server support.

- Establishes enterprise level standards for the implementation of new technology deployments and system integration testing.

- Establishes procedures for compliance with enterprise and state information security regulations. Oversees and coordinates the development of disaster recovery plans.

- Oversees the enterprise's process for the evaluation of new technologies. Makes technical recommendations to enterprise's executive leadership.

- Collaborates with project leaders and executive staff to develop work plans and time schedules for projects including outlining phases and identifying personnel and computing equipment requirements.

- Consults with and assists computing personnel, vendors, and manufacturers' representatives in resolving complex procedural, operational, and technical problems.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Eight years of related experience in enterprise-level management, including six years of enterprise-level technical experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of IT architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, advanced vendor relations, advanced business acumen, and knowledge of change management.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements