

Job Title	Enterprise IT Technologist
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Enterprise IT Technologist, under general direction, serves as the primary top-level technical expert and consultant in one or more specialized fields of technology. Researches, designs, and recommends enterprise-level strategy. Provide technical leadership and guidance for the design and deployment of new enterprise-wide technologies.

Essential Duties and Responsibilities

- Leads the strategic and long-term analysis on specific technologies and organization needs. Develops alternate project plans, problem resolutions, and budget projections based on enterprise stakeholder needs and makes recommendations.
- Establishes strategic quality standards, procedures, and guidelines for design, development, and testing.
- Implements and maintains enterprise solutions. Contributes to the planning of overall organizational IT strategy.
- Anticipates internal and external business challenges and regulatory issues. Recommends process, product, or service improvements. Solves unique and complex problems that have a broad impact on the enterprise's IT services and products.
- Recruits, hires, and supervises a variety of technical support and management staff. Enforces ethical, regulatory, and performance standards. Oversees and manages personnel issues.
- Directs the analysis of project needs and risks and recommends solutions. Oversees development projects or area budgets and the tracking of expenditures and revenues. Prioritizes, schedules, and directs the activities of large or multiple strategic project teams.
- Directs the development of strategic project or task plans, resource estimates, and schedules. Oversees the coordination of activities with management of other organizational units and vendors.
- Supervises the development of standard operating procedures for strategic research teams.
- Oversees the approval and coordination of documentation provided to executive management, customers, stakeholders, and vendors.
- Participates in training and professional development with a special emphasis on leadership development, industry and technology related acumen, and project/operations management.

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 – 12 years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of advanced systems theory, project portfolio management, strategic change management, risk management, strategic disaster recovery and business continuity, return on investment (ROI) analysis, solutions integration, leveraging strategic resources, and strategic partnering.

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