



JOB DESCRIPTION: SOFTWARE ARCHITECT

DEPARTMENT:	Information Technology	REPORTS TO:	Manager, Software Development
JOB CLASS:	Software Architect	PAY GRADE:	39
EXEMPT STATUS:	Exempt	DATE:	07/27/2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Software Architect defines business system architectures and the subsequent designing, building, modifying, upgrading, extending and supporting of custom applications and third-party product integrations.

ESSENTIAL POSITION FUNCTIONS:

- Provide technical direction and leadership to support software development initiatives
- Evaluate and design technology solutions based on the requirements provided from the Business Analysis Team to ensure that it meets all the business process descriptions, use cases, scenarios, event lists, business analysis, competitive product analysis, task and workflow analysis and/or viewpoints
- Research and Evaluate existing hardware or software solutions and make recommendation as to acquisition to meet business needs
- Write design specifications using appropriate technical language simply, clearly, unambiguously and concisely for use by both business users and software developers
- Design quality attributes, external interfaces, constraints and other nonfunctional requirements
- Participate in peer reviews and inspections of requirements/design documents as well as work products derived from design specifications
- Manage changes to designs through effective application of change control processes and tools
- Ensure that proposed system designs meet user needs and satisfy business objectives and initiatives
- Identify potential communication needs or service level problems before they occur and implement or communicate solutions
- Participate in the development and implementation of processes that improve efficiency and enhance productivity
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:***Education/Licensure/Certification:***

- Bachelor's degree in Computer Science/Information Systems or equivalent combination of education and relevant experience
- Industry certifications in software, systems or networks
- Microsoft Certified Solutions Developer (MCSD) Certification, preferred

Experience:

- Five years' experience in SDLC methodologies as Business Analyst or Systems Analyst
- Five years' experience with Microsoft operating systems
- Four years' experience leading design efforts of large complex projects
- Three years' experience as a Software Developer or related technology area
- Three years' experience with web application technologies
- Three years' experience with .NET technologies (VB.NET/C#)
- Three years' experience with SQL and RDMS concepts

Knowledge, abilities and skills:

- Ability to demonstrate a thorough understanding of the requirements to solve problems and actively participate in software development
- Advanced knowledge of computer hardware and software
- Advanced knowledge of technology solutions for the Internet, hand held devices and personal computers
- Advanced knowledge of computer networks
- Hands-on experience in developing technology solutions
- Honed skills for taking business requirements and designing powerful, yet succinct solutions for the business
- Critically evaluate information from multiple sources, reconcile conflicts, decompose high-level information into details and abstract low-level information to a more general understanding
- Strong professional writing skills for effective communication
- Demonstrable skills in the effective use of Microsoft Visio and Microsoft Word
- Solution modeling to represent design information in graphical forms that augment textual representations in natural language
- An in-depth understanding of contemporary design, management practices and the ability to apply them in a fast-paced business environment
- Knowledge of how enterprise software products are positioned and developed
- Ability to effectively communicate with co-workers, peers and management through written and verbal communication
- Ability to deal with varied and difficult personalities while maintaining an even temperament
- Ability to train users
- Ability to handle recurring problems in a tactful manner

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p style="text-align: center;">CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p style="text-align: center;">SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p style="text-align: center;">PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p style="text-align: center;">ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;">PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Frequent travel (approximately 30%) is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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