

JOB DESCRIPTION

Reference Job #IS-29

Ministry: Transportation and Highways
Branch: Information Technology, MVB
Location: Victoria

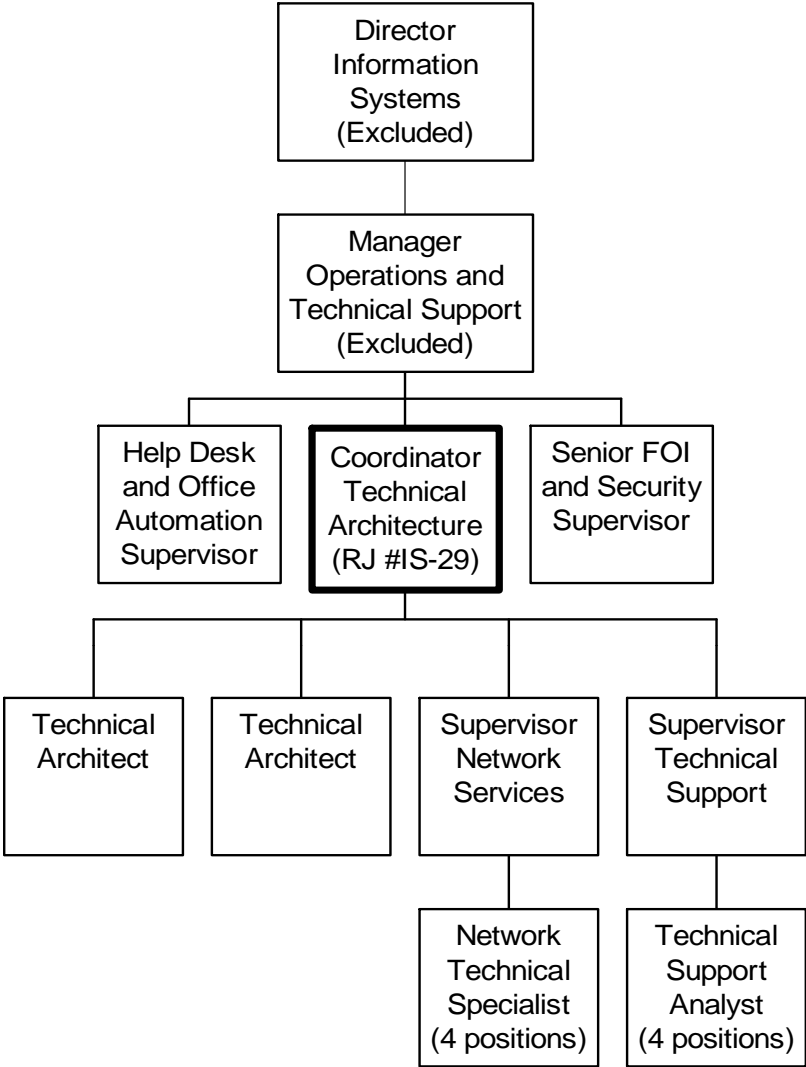
Working Title: **Coordinator, Technical Architecture**
Level: Range 30
Classification: Information Systems

PRIMARY FUNCTION

To manage the Motor Vehicle Branch (MVB) technical architecture and develop the overall architectural framework, in support of applications such as the Drivers Service Centre Systems and maintenance of the daily operation of MVB wide and local area network communications, personal computers and client server hardware and software located in various remote sites and used by all MVB staff and staff in external agencies such as ICBC and private insurance agencies.

JOB DUTIES AND TASKS

1. Manages the Motor Vehicle Branch technical architecture and manages operations of MVB data communications, client server and personal computer hardware and software
 - a. leads and develops the definition, implementation and enforcement of MVB technical architecture policy, procedures and standards
 - b. oversees staff performing technical business analysis, systems planning, design and implementation, operating systems tuning and data backup and recovery
 - c. provides advice to executive and senior management on alternatives and solutions, product evaluation, risk assessment and cost benefit analysis of existing and future information technology infrastructure
 - d. determines the most appropriate hardware, operating systems, or network configurations, for information technology products and coordinates required product upgrades and enhancements
 - e. advises management of potential and actual impacts to service delivery levels
 - f. reviews and maintains legacy systems and coordinates migration to non-proprietary and open systems
 - g. provides project management in technology initiatives (i.e. photo radar, point of service (POS), distributed computing environment (DCE), shared inter-ministry resources, etc.)
 - h. reports status of the Branch's network communications and information technology environment, as well as linkages and equipment used by other ministries/agencies
 - i. establishes priorities for supervisors and coordinates activities of technical support staff to ensure problem resolution, up time and performance guarantees
 - j. ensures currency of all branch standard hardware and software product lines and Master Standing Offers (MSOs)
2. Supervises IT staff and contractors (12 FTEs)
 - a. supervises staff, including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and standards
 - d. appraises work performance
3. Manages the administration of contracts
 - a. develops contract requirements and RFPs
 - b. provides contract administration and verifies technical requirements
 - c. monitors the work of contractors
 - d. negotiates, monitors and certifies contract performance for licensing and maintenance agreements (\$350,000 per year)
4. Performs other related duties
 - a. organizes, reviews and prioritizes asset acquisition submissions worth \$1.0-3.0 million per year
 - b. represents Branch as various inter-Ministry committees and at other external special interest and user group meetings
 - c. coordinates the documentation and development of architecture and infrastructure standards



REASON FOR CLASSIFICATION

Reference Job #IS-29

Job Title: Coordinator, Technical Architecture

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant and highly specialized technical architecture program to organize the planning, design, implementation, operation and systems tuning of hardware, networks and operating software; direct and evaluate the work of technical section supervisors and technical architects; provide advice on technology solutions and requirements and participate in the definition, enforcement and review of Branch technical architecture policies, standards and procedures.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to evaluate effectiveness and develop proposals for improvements to branch technical architecture policies and procedures to support applications such as the Driver's Service Centre system, manage network, hardware and operating software design, implementation and systems tuning.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain performance problems with employees supervised and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard with some requirement for speed to meet project and financial deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, plan, design, commit resources and administer the technical architecture program for the Motor Vehicle Branch; recommend hardware, operating systems and networking requirements and branch architecture policy, standards and procedures; and manage the design, implementation, operation and tuning of MVB data communications, client server and personal computer hardware and software.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to negotiate contracts and certify contract performance for licensing and maintenance agreements where results are defined in terms of a general statement of requirements.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the development of technical architecture with regard to design, implementation, operation and tuning of hardware, networks and operating software.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (12 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for safe work practice of others in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance conflicting deadlines and priorities of multiple information technology projects.	C	12
11	PHYSICAL EFFORT Moderate physical effort to apply frequent visual attention to computer screens and printed material to write proposals, budget submissions and financial documentation.	C	12
12	SURROUNDINGS Exposure to office environment with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while preparing proposals and project documentation.	B	4

Total Points: 949

Level: Range 30