

POSITION DESCRIPTION

JOB TITLE: Solutions Architect
REPORTS TO: Director of Service Delivery
LOCATION: San Diego

SUMMARY: The Solutions Architect possesses cross-domain, cross-functional and cross-industry expertise, and is integral in defining highly complex systems/solutions and directs the development of software and hardware environments.

ESSENTIAL ACCOUNTABILITIES:

- Documents and designs specific information systems or applications to solve specific problems
- Documents the structure and behavior of a solution to a problem
- Develops process for describing a solution and the work to deliver it.
- Achieves and maintains relevant technical competencies and helps to foster an environment of continued growth and learning among colleagues on existing and emerging technologies;
- Builds business process automation systems designed to improve and track productivity and work flow while expanding SharePoint360's service offerings in line with our strategic vision
- Effectively prioritizes responsibilities and manages staff and consultants on a variety of engagements;
- In conjunction with the company's principals, works to communicate and develop the department's overall vision and strategy.
- Reviews the implementation process and prepares sign off letters for all completed new implementations.
- Regularly follows up with customers in a timely manner (usually within 10-15 days of implementation to discuss project status and ensure customer satisfaction;

SECONDARY ACCOUNTABILITIES:

- Works on internal projects to enhance productivities through ongoing tools development and leveraging new technologies.
- Attends trade shows as necessary.
- Develops programming techniques and procedures where few precedents exist.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibility.

KNOWLEDGE, SKILLS & ABILITIES

- A Bachelor's Degree in Computer Science or related field is required. A high school diploma, GED and/or equivalent combination of education and work experience may be substituted.
- Must have a deep understanding of SDLC
- Possess strong business acumen.
- Display forward thinking.
- Investigate new technologies.

- Follow and diverge from frameworks.
- Can work with ambiguous or incomplete information.
- Understand architectural frameworks and best practices.
- Must have a strong working knowledge of technical infrastructure, protocols and networks.
- Requires knowledge and skills that are both broad and deep
- Must have experience on multiple hardware and software environments and be comfortable in heterogeneous systems.
- Must possess a deep working knowledge of multiple platforms, operating systems, databases and mobile technology.
- Appropriate Microsoft certifications required.
- Excellent organizational, communication and interpersonal skills are required.
- Must be able to routinely work with little or no supervision.
- Must be able to effectively and efficiently handle multiple and shifting priorities.
- Must remain calm while working in a high pressure environment with many short deadlines.
- A minimum of three years experience directly related to the Solutions Architect position.

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is regularly required to use hands to finger, handle, or feel. Must be able to continuously use a computer keyboard, and mouse. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision and ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will work in a typical office environment and is occasionally exposed to moving mechanical office machines. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have read and understand the position description and accept responsibility for meeting the demands of the job. It is further recognized that the duties and responsibilities of my position may change over time and that the position description will be reviewed on a periodic basis.

Employee Name (please print)

Employee Signature

Date