

## **Lead Technical Architect Roles and Responsibilities**

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**Role:** To provide technical guidance and oversight for the CSI project. Serve as the technical liaison to DMV ITS, VITA, and prospective vendors. Coordinate disposition of all technical issues related to CSI project.

- Interact with DMV executives, management, users, testers, technical staff, as well as internal and external customers, business partners, and stakeholders to ensure an effective and satisfactory automated solution.
- Recommend, design, and implement automated solutions across the DMV enterprise.
- Define system and application architecture.
- Develop, recommend, and execute strategic plans by mapping IT capabilities and solutions to business needs and requirements.
- Develop policies, guidelines, standards and methodologies related to DMV's enterprise technology architecture and environment.
- Conduct timely and thorough technical research and analysis.
- Maintain an in-depth knowledge of current technology and apply to the needs of the agency and the CSI Project.
- Fully explore, document, and analyze technical options and approaches as applies to the CSI Project.
- Understand customer business needs and recommend the appropriate technology and process solution(s) to meet business needs and requirements.
- Develop and articulate initial solution concepts and translate from concepts into a solidified system design for development and implementation.
- Facilitate and lead technical work groups involving multiple specialties in support of system solution development and implementation.
- Assist in writing requests for proposal and statement of work documents to procure technical solutions.
- Assist in the evaluation of vendor responses to requests for proposals and statements of work and make sound recommendations.
- Fully document all external interfaces with stakeholders (whether automated or not) – this includes frequency, format, data structure, etc.
- Serve as the coordinator for the implementation and maintenance of supporting applications such as SharePoint, Enterprise Architect, etc.
- Coordinate activities of the Technical Solution Coordinators as well as activities with the ITS Architecture Office.