



Full Time Position

IT SOLUTIONS ARCHITECT

AGENCY DESCRIPTION:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. With a staff of 300 employees and a budget of \$190 million, SBS is quickly becoming one of the most respected and dynamic agencies in the City. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

JOB DESCRIPTION:

SBS is seeking an IT Solutions Architect to serve as a client-facing technical expert in the solution development and delivery phases of application development and management.

Responsibilities will include:

- Design, develop, and articulate solutions based on a customer's strategic business or technical requirements.
- Lead the implementation of the technical solution with responsibility for the delivery of the technical designs, strategies, and quality assurance plans.
- Work closely with Strategic Operations Unit and Agency business owners in the design, development, and implementation of the technical content defined in the project scope.
- Create technical project status reports and accurately track/manage project issues and risks.

QUALIFICATION REQUIREMENTS:

- Minimum 4 years of intensive experience in the analysis, design, implementation, and support of large complex applications
- Strong background working with SQL Server databases and .NET applications
- Experience collaborating with application developers on data modeling and E-R diagrams
- Excellent time management skills and experience in a multi-project environment
- Experience managing technology professionals a plus.
- Strong organization, analytical, and problem solving skills
- Strong documentation skills including experience writing proposals and statements of work
- Excellent client facing and presentation skills
- Foreign language skills a plus

Salary range for this position is: \$70,000 - \$80,000 per year

To apply, **please email** your resume and cover letter including the following subject line:

IT Solutions Architect to:

careers@sbs.nyc.gov

Please indicate in your cover letter where you heard about this position.

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT