

Technical Architect

[Important: This document contains *template text* that is highlighted and set off by brackets. You should review and revise all the template text. The template text is in both the headings and in the body of the job listing.]

[In some cases, the template text tells you what to fill in. In other cases, it provides default content that you may want to revise. You should tailor this description to your organization and the role you want to hire.]

About the role

[Your organization or secretariat] is hiring a **Technical Architect** to join our engineering team to support envisioning and designing how we [deliver products and services to millions of constituents.] This role will primarily work on [brief headline about what this person would focus on]. [Optional “so what” sentence explaining why this work matters].

We need [a proven technical leader who wants to work on meaningful, public-service software projects and engineers with experience working on large, complex systems.]

This position is a [describe the role, e.g. “full-time”, “contract”] role. The work schedule is [describe requirements, e.g. “Monday through Friday, 9:00AM to 5:00PM EST, in a hybrid arrangement, with two days per week spent at the primary work location in Boston.”]

About [organization]

[Provide a summary of your organization to help applicants understand the role’s context for the role. Touch on the main ways you use technology to deliver services, collect data, provide support, etc.]

What you’ll do

You’ll provide technical leadership, support, and direction to [team] and work on [brief summary of projects or initiatives this role will work on. It should introduce the bullets below.]

Responsibilities

- **Technical leadership.** You will define the direction for the [product, service, or experience’s] technology stack, and work alongside engineers to execute this technical vision.
- **Deliver** high-quality solutions for the constituents of the Commonwealth.
- **Translate** the complex, large-scale public sector applications into clear written guidance for engineers. Support these engineers when they need help.
- **Develop our software engineering practice.** Define and implement processes and tooling that empower technical staff and lead to successful outcomes. Define "coding standards, source control and branching strategies, CI/CD tooling, etc.

- **Evaluate, select, and integrate third-party software** to meet organizational needs and policies
- **Collaborate** with engineers, product owners, and our vendors' technical leads to define and estimate work. Plan implementations and define technical roadmaps.
- **Make sure our technology use aligns with enterprise policy.** You'll collaborate with [architecture and engineering teams] to make sure your work aligns with the Commonwealth's standards.
- [Add any additional responsibilities that are critical for your work and remove any that don't fit your context]

Your first month

[You will spend your first few weeks paired with one of our senior technical leaders who will help you learn about our organization, including our engineering practices and standards. They'll support you through integrating with your product/service engineering team and provide the guidance you need to be successful.]

We'd love to hear from you if you have experience with

- **Leading software engineering teams.** This is a senior role, and your colleagues will look to you for guidance and mentorship.
- **Working with large-scale web applications** and the complexities that accompany enterprise-level engineering. The solutions you will oversee will be available to millions of Massachusetts constituents.
- **Modern tools and programming languages.** You should know, or at least be familiar with, most of the tools in our stack. We also value a willingness to proactively learn the ones you don't know. Our stack includes:
 - [Backend languages and frameworks: Node.js, Python, PHP.
 - REST API frameworks
 - Front end JavaScript frameworks: React, Angular, Vue.
 - Relational database systems: MySQL, Postgres.
 - WAF and CDN services (CloudFlare, Akamai).
 - Version control systems and package managers: Git, npm, pip, composer.
 - CI/CD tools for your preferred language(s)
 - Automated testing frameworks for your preferred language(s)
 - Infrastructure-as-a-service providers: Amazon Web Services, Google Cloud Platform.
 - Infrastructure as code tooling: Terraform, Cloud Formation, Serverless.com]
- **Working with vendors.** Many of our teams include external vendors. You'll need to advocate for our work and ensure that the team is delivering high-quality software.
- **Procure large-scale software solutions.** Evaluate vendors, write RFPs and RFQs, draft budgets, lead systems integrations
- [Add any additional preferred skills and remove any that don't fit your context]