

Typical Job Responsibilities and Requirements for an Information Architect

The IA will:

Design and deliver high-level content organization and navigation structures
Support enterprise-wide thinking about organization goals and how the site supports the goals
Strive to make complex information clear

Gather

- Compile user research on site users and what they want to achieve on the website
- Identify content that helps support user goals and business goals
- Translate user needs into functional requirements
- Perform a content inventory showing all content elements, relationships and dependencies
- Perform comparative analyses as required
- Identify consistent elements for information presentation
- Develop taxonomies and controlled vocabularies (for searching)

Evaluate

- Work closely with site manager, web editors, graphic designers, and developers
- Ensure content meets audience (citizen) and business (agency) needs

Chunk

- Identify content groupings and labels
- Visually present “user flows” (a visual structure to articulate how people move through information space)
- Illustrate possible interface strategies and “wireframe” mockups of page layouts
- Develop templates for different “document types” (consistent structures)

Know

- Plan and participate in usability tests of web sites and applications
- Conduct heuristic reviews of existing web sites and applications
- Communicate with the organization in all stages of design to answer questions about the IA strategy

Organize

- Identify document types and develop templates
- Develop and maintain information architecture deliverables such as high-level site architectures, page schematics, navigation schemes, detailed site maps, wireframes, user scenarios, and prototypes.

Possible Job Requirements:

- Minimum of 3 years experience in information architecture/usability
- Ability to work with internal clients and users to understand their goals
- Solid knowledge of the principles of information architecture, usability, and web-based user experience design.
- Experience with:
 - organizing websites
 - observing user research and translating user research into design decisions
 - working with a content management system
 - working with page layout tools, typically Visio
 - managing usability tests
 - working in a database driven web environment
- A BA/BS degree
- Familiarity with best practices on the Web
- Ability to translate usability test data into design strategy
- Ability to communicate with partners in the organization, and manage expectations
- Strong time management, communication, and interpersonal skills