



Office of Human Resources
IT Enterprise Architect Associate - CI3090

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General Statement of Duties

Performs standard level information technology work that translates business needs into technical system solutions that have City-wide impact. Integrates hardware, software and network interfaces to form a system. Recommends products that will evolve the organization's technical infrastructure. Provides leadership in developing the organization's technical staff. Requires a thorough foundation in the principles and practices of Enterprise Architecture and provides authoritative advice to top level management and other City Leadership on matters of key importance to city goals, programs and mission.

Distinguishing Characteristics

The IT Enterprise Architect Associate is distinguished from the IT Enterprise Architect Senior that performs full performance level information technology work that translates business needs into technical system solutions that have City-wide impact. Integrates hardware, software and network interfaces to form a system. Recommends products that will evolve the organization's technical infrastructure. Provides leadership in developing the organization's technical staff. Requires a thorough foundation in the principles and practices of Enterprise Architecture and provides authoritative advice to top level management and other City Leadership on matters of key importance to city goals, programs and mission.

The IT Enterprise Architect Associate is distinguished from the IT Data Architect Associate that performs standard level information technology work developing, implementing, and maintaining business and enterprise data models; designing and building relational databases; and assisting with development and maintenance of enterprise-wide data architecture and governing principles.

Essential Duties

Works under the supervision of Enterprise Architect Senior and assists for in the development of Enterprise Architecture work products and for with ensuring the integrity of the architecture development.

Analyze enterprise business drivers and the current IT environment to determine business information and technical architecture requirements, to detect critical deficiencies, and to recommend solutions for improvement.

Under the guidance of Enterprise Architect Senior, the definition and design of governance activities associated with ensuring compliance with the Enterprise Architecture.

Assist in meeting all BMO and TS reporting requirements and to integrate enterprise architecture within the Agency's capital planning, systems lifecycle, and portfolio management processes.

Develop a multi-year strategy to identify and reduce duplication and waste within the information technology portfolio.

Engage with Business Customers to develop roadmaps based on their strategic plan.

Assist with helping to identify characteristics applications and service that would make good candidates to move to the Cloud.

Assist with Cloud Strategy and Adoption.

Use an EA tool to map business services and capabilities and store EA artifacts.

Assist with business development activities, such as proposals, discovery, Business Relationship Management, whitepapers, conferences, and/or other thought leadership materials.

Seek solutions to improve IT department's functions so they support our future goals based on capabilities.

Create business architecture models that reflect Enterprise strategies and goals.

Evaluate systems engineering for Architecture Compliance.

Locate ways to reduce costs in IT through consolidation, modernization and adherence to technology standards and Enterprise Architecture Principles.

Identify ways to increase employee knowledge and skills to support future growth through mentoring and education of Enterprise Architecture Framework.

Provide business architecture and systems processing guidance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Client Orientation – Applies quality management principles and processes for delivery of high-quality products and service(s) within a functional area, meets routine demands of internal and external customers/stakeholders, and strives for continuous improvement.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Technical Competence – Is knowledgeable about the subject matter, procedures, requirements, regulations, and policies related to area of responsibility and provides expert advice to staff, higher-level managers, peers, and internal and external customers/stakeholders.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge and demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Level of Supervision Exercised

By position, may perform lead work on a project or rotating basis.

Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Experience Requirement

One (1) to four (4) years of experience in an enterprise architect or similar role.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Subject to many interruptions.
Subject to long irregular hours.
Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Color vision: Ability to distinguish and identify different colors.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-14

FLSA Code: Y

Established Date: 9/21/2018

Established By: GT

Revised Date:

Revised By:

Class History: