



Office of Human Resources
IT Application Architect Associate - CI2858
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General Statement of Duties

Performs full performance specialized information technology work developing, implementing, and maintaining specialized, complex business and enterprise applications; leading large scale, complex applications development projects; and assisting with development and maintenance of enterprise-wide applications architecture and governing principles.

Distinguishing Characteristics

First, this class is distinguished from the IT Application Architect Senior, which performs full performance specialized information technology work by leading the development and maintenance of the enterprise-wide applications architecture; creating and ensuring compliance with governing principles; analyzing internal and external factors that impact the City's applications architecture; and serving as a technical expert to the organization in the use of enterprise and business applications.

Next, this class is distinguished from the IT Developer Senior, which performs full performance level professional systems analysis and programming work designing, developing, maintaining, and enhancing software application programs, operating systems, and databases.

Finally, this class is distinguished from the IT Systems Architect, which performs full performance information technology work in the planning, designing, developing, and monitoring of information systems (specializing in Windows, UNIX, Security, Telecommunications, Data Network, and/or Storage Area Network systems) utilized within an agency or throughout the city.

Essential Duties

Conducts research to identify client needs for business and enterprise applications and develops applications solutions, while ensuring compliance with applications architecture principles and strategies. Formulates and defines scope and objectives of solution based on client needs.

Develops or assists with developing cost estimates, funding requests or proposals based on level of effort for architecture related items

Collaborates with other technical subject matter experts to design and implement multi-faceted business and enterprise applications solutions

Participates in the analysis of current and future information technology industry trends to determine the potential impact on the business or enterprise applications architecture.

Utilizes current tools to create and maintain architecture documents for systems and applications

Leads the design of complex or large scale applications or systems to include: creating specifications and documentation

Consults with other information technology professionals to ensure current and proposed projects comply with applications architecture standards; identifies circumstances when it may be necessary to modify the applications architecture to accommodate project needs.

By position, performs lead work over other information technology professionals or performs project management duties.

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

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

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 Application - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes, and identifies system malfunctions to determine the source and cause of the problem.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of developments and new applications of information technology (hardware, software, telecommunications), emerging technologies and their applications to business processes, and applications and implementation of information systems to meet organizational requirements.

Knowledge of principles, methods, and techniques used in the design and development of applications

Knowledge of the principles, methods, and tools for designing, developing, and testing software in a given environment.

Knowledge of current information systems trends and technologies.

Knowledge of data processing sufficient to be able to review program specification, design programs and write or modify code.

Knowledge of information technology systems analysis, including systems design, sufficient to be able to maintain current systems and implement new systems.

Knowledge of the principles, methods, and tools for analyzing and developing software test and evaluation procedures.

Level of Supervision Exercised

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

Education Requirement

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

Experience Requirement

Three (3) years of professional information technology developing and maintaining specialized, complex business or enterprise applications, to include one year of experience participating in the development of application architecture standards.

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

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

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
Education Check
Employment Verification
By position, Motor Vehicle Record

By position, must obtain Criminal Justice Information Services (CJIS) clearance within the probationary period.

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-13

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 7/30/2023

Revised By: JH

Class History: 7/30/2023 – Revised licensure & certification and background check requirements.