



Office of Human Resources
IT Enterprise Architect Associate - CI3090
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General Statement of Duties

Performs intermediate professional level technology work providing an architectural framework for enterprise systems development, maintenance, and the enhancement of technology infrastructure, cyber security, data, and applications, which includes working with contractors to design and implement systems integrations.

Distinguishing Characteristics

The Associate IT Enterprise Architect performs intermediate professional level work under the guidance of a senior or specialist level architect to assist with business leaders, product managers, and product owners to analyzing enterprise systems to detect critical deficiencies and recommends solutions for improvements. Works with technical contractors, developers, and engineers to design, develop, and implement systems integrations, to include developing and implementing plans for enterprise architecture based on business requirements and technology strategies for project and product-driven delivery teams.

The Senior IT Enterprise Architect performs full performance professional level work interacting with business leaders, product managers, and product owners to analyzing enterprise systems to detect critical deficiencies and recommends solutions for improvements. Works with technical contractors, developers, and engineers to design, develop, and implement systems integrations, to include developing and implementing plans for enterprise architecture based on business requirements and technology strategies for project and product-driven delivery teams.

The IT Enterprise Architect Specialist performs specialized professional level work leading interactions with business leaders, product managers and product owners to drive the evolution of enterprise systems, services teams, and operating models. Develops portfolio consulting services designed to meet business and stakeholder needs, and coaches and mentor technical staff to instill architectural strategy and concepts. Leads collaborative process to guide enterprise systems transformations, analysis of technical environment for deficiencies and recommendations, and the development of implementation strategies based on business requirements and technology strategies for project and product-driven delivery teams.

Essential Duties

Works under the guidance of senior or specialist level architects and assists with the designs and develops architectural frameworks for enterprise systems development, maintenance, and the enhancement of technology infrastructure, to include cyber security, data, and applications, and the implement of systems integrations with a focus on business and technology strategy across the organization.

Translates business and technical requirements, develops data strategies, and documents architectural plans and roadmaps to provides support for the installation and integration of systems components to achieve business goals and objectives.

Analyzes enterprise systems and performs usability tests to ensure performance and reliability and evaluates the impact of systems integrations and changes, and ensures enhancements meet security requirements.

Works with stakeholders both internal and external to the organization to understand business needs, process requirements, and ensure quality deliverables, while building and maintaining relationships and partnering with other disciplines to ensure integration solutions align with business and technology goals and objectives.

Works closely with developers and engineers to develop architectural plans and roadmaps to ensure alignment between technology infrastructure, cyber security, data, and applications to ensure effective integration among information systems.

Works with contractors to design, develop, and implement architectural solutions, systems integrations, and enhancements for enterprise systems and infrastructure to ensure the efficient and seamless connections between physical and digital components.

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.

Strategic Planning – Analytical and strategic planning with ability to balances short-term and long-range objectives and implications with decision-making and organizational goals.

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.

Financial Management – Estimates the financial impacts of enterprise architectural projects and alternatives and applies multiple solutions to business problems.

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 and comprehends the functions and capabilities of new technologies.

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

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

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.

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; and, is able to translate technical concepts into clear business objectives and requirements.

Knowledge & Skills

Knowledge of business ecosystems and technologies that fall into the four primary domains of Applications, Cyber Security, Data, and Infrastructure.

Knowledge of business models, operating models, financial models, cost-benefit analysis, budgeting, and risk management.

Knowledge of enterprise architecture tools, related graphical models, and frameworks.

Knowledge of information management practices, system development lifecycle management, services management, agile and lean methodologies, infrastructure and operations, and enterprise architectural frameworks.

Knowledge of various operating models such as project-centric and product-centric and different types of agile principles, methodologies, and frameworks, especially those designed to be scaled at the enterprise level.

Knowledge of existing, new, and emerging technologies, and processing environments.

Skill in leadership with soft and interpersonal skills, including teamwork, facilitation, and negotiation.

Skill in consulting and targeted communications, engagement management, stakeholder management and business development.

Skill and mastery of all components of enterprise architecture, business and information technology principles, and processes.

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Two (2) years of professional level information technology experience performing systems analysis, planning strategic and operational objectives, conducting business analysis, and overseeing enterprise systems architecture with regard to infrastructure, data, cyber security, and applications.

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, requires a valid driver's license at the time of application.

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

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to long, irregular hours.
Subject to many interruptions.

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.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

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-14

FLSA Code: Y

Established Date: 9/21/2018

Established By: GT

Revised Date: 10/27/2024

Revised By: JFH

Class History: 10/27/24 – Revised entire job spec based on consolidation of multiple enterprise, data, and applications architecture classifications.