



# City of Tempe

## ENTERPRISE SYSTEM ARCHITECT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	540	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$85,450
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$115,357
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	IT Project Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives supervision and administrative direction from the IT Manager of Business Solutions.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in Information Technology system’s design, application development and / or system’s implementation. Experience with the organization and operation of the Divisions and Departments in a municipal government is desirable.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, management science, business administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To analyze the current IT infrastructure supporting the City’s technology solutions to ensure that they are efficiently designed and evolving appropriately to meet the City’s current needs, as well as changing business requirements.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Analyze and document current technology infrastructure designs;
- Stay current on technology trends, both internal and external to the City in order to assist with the evaluation of new and future technology initiatives;
- Develop documentation, roadmaps and transition plans that support future business solutions;
- Work with IT staff to address current and future technology needs with a focus on maximizing the City's technology investments;
- Develop recommendations on alternative service delivery and automation; determine cost impact and long-term viability of solutions;
- Work with other IT staff to ensure that solutions and practices are consistent across the City;
- Assist with integrated service delivery solutions across functional areas of the City;
- Monitor the health of the application development environment and provide direction for sustainability;
- Assist with establishing long-term technical direction and strategic foresight for software applications and infrastructure;
- Develop and maintain a framework for the integration and implementation of technical standards and guidelines used for the design of technical solutions;
- Evaluate and recommend enhancements, upgrades and/or replacement for line-of-business and enterprise applications;
- Track and respond to problems and issues related to IT application infrastructure. Work with assigned programming staff to resolve issues and determine course of action for follow-up;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operates computers, calculators and other office machines;
- May require working extended hours.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective Sept 2015</i>