



City of Tempe

ENTERPRISE SYSTEM ARCHITECT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	540	<i>Department:</i>	Information Technology
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	IT Project Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range			

REPORTING RELATIONSHIPS

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of experience in Information Technology system design, application development or system engineering/implementation. One (1) year of senior or lead experience is preferred. Experience working with cross-functional departments in Municipal government is preferred.
<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.

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 they are efficiently designed and evolving appropriately to meet the City’s current needs, as well as to ensure they align with the City’s and Information Technology’s strategic priorities and direction.

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.

- 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 existing and 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 long-term viability of solutions and, as needed, cost impact.
- Collaborate 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;
- Assist with establishing long-term technical direction and strategic foresight for software applications and IT infrastructure.
- Perform project management duties as required; act as liaison between Information Technology sections and various user departments to plan, design, develop and implement technology solutions.
- Consult with technical teams to establish and maintain a framework for the integration and implementation of technical standards and guidelines used for the design and documentation of technical solutions;
- Evaluate and recommend enhancements, upgrades and/or replacement for line-of-business/enterprise applications and/or IT infrastructure systems and services.
- Track and respond to problems and issues related to IT application infrastructure. Work with IT staff to resolve issues and determine course of action for follow-up;
- Perform related duties as assigned.

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY
<i>Effective Sept 2015</i> <i>Revised June 2021 (updated experience MQ and duties)</i>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Enterprise Systems Architect

Job Code: 540

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software			X	
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors	X			
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand	X			
Traverse / Move	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)		X
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

** Hearing test is required