INFORMATION TECHNOLOGY (IT) ENTERPRISE ARCHITECT

JOB DESCRIPTION

Classification Responsibilities: The Information Technology (IT) Enterprise Architect focuses across a portfolio of projects and enterprise operations engaged with architecture, while supporting individual system or solution architects in that portfolio. The IT Enterprise Architect ensures that both system and solution architecture work collectively in a way that maximizes service delivery. This role manages the City of Mesa's enterprise architecture roadmap process, facilitates assessments when needed on any architecture discipline, and defines enterprise architecture standards and documentation requirements providing an enterprise architecture foundation for the City.

Primary responsibilities include: managing City's Enterprise Architecture Roadmap Process, ensuring both system and solution architecture work collectively to maximize City's IT investment; ensuring each roadmap has appropriate targets that are validated against business objectives for that area; providing the transparency and visibility of progress for roadmaps based on the objectives; coordinating and ensuring annual working sessions take place for each roadmap to add, change, or remove initiatives; ensuring appropriate enterprise architecture standards and strategies are incorporated into the roadmaps; facilitating assessments that can be requested on any architecture discipline, system, technology, data, and solution; incorporating feedback obtained from business customers and IT teams to understand how well each business system is serving its business customers and recommending improvements; staying abreast of relevant business and technology trends both internal and external to Mesa, in order to evaluate new/future information system capabilities; working closely with individual system and solution architects to: ensure appropriate steps are taken to evolve individual information systems; analyze current business and IT environments to detect critical deficiencies and recommend solutions for improvement; and define high-level migration plans to address the gaps between the current and future state of current systems.

This classification is also responsible for creating and chairing an architecture review group to review solution approaches, gain acceptance of solutions, and inform stakeholders of solution architecture review outcomes; ensuring that all individual solution architecture artifacts and changes are documented as per process standards and stored in the Technical Library to facilitate compliance, organization, and access; consulting with program/project teams as requested to fit solutions to architecture across all viewpoints and identify when it is necessary to modify the Enterprise Information System architecture to accommodate immediate or future needs; and defining metrics to measure and demonstrate Enterprise Information System Architecture value. Responsibilities may include supervising and coordinating day-to-day activities of technical staff *(by assignment)*.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The IT Enterprise Architect class is distinguished from the IT Solution Architect and IT System Architect classes in that the Enterprise Architect ensures both system and solution architecture work collectively in a way that maximizes service delivery.

The IT Enterprise Architect class is distinguished from the IT Manager class by the latter's responsibility for developing and delivering the service strategy for one or more business solutions or infrastructure services and understanding IT service cost drivers, resource development, business

relationship management, and strategic planning. The IT Enterprise Architect class is distinguished from the IT System or Solution Architect class by the latter's responsibility for an assigned system or business solution technology environment, standards, and integration.

An IT Enterprise Architect operates from established goals and objectives and is supervised by a Deputy Chief Information Officer (DCIO) who reviews performance through observation of work in progress, conferences, evaluation of results achieved, and customer and/or team feedback. The IT Enterprise Architect class is responsible for managing the IT Roadmap including oversight of IT System and Solution Architects' adherence to enterprise architecture standards. Incumbents in this class assist management in planning, directing, and coordinating operational or procedural matters to meet goals and objectives. Employees in this class are required to participate in team on-call support 24-hours a day, 7 days a week. This class is FLSA exempt-computer professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Technology, Information Systems, or a related field. Minimum of seven years of hands-on design and implementation experience in IT, including a minimum of five years in IT architecture, enterprise architecture, or a related role. Deep knowledge of a minimum of four of the following technical disciplines: Enterprise Architecture Frameworks, IT Infrastructure, Application Development, Cybersecurity, Cloud Platforms, Data Management and Compliance, Business Process Modeling and Workflow Optimization, and IT Project Management and IT Management Frameworks.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date *(by assignment)*. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa *(by assignment)*.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Considerable (3 - 5 years) technical, project leadership, and/or project management experience is highly desirable, and may be required *(by assignment)*. Customer service experience is highly desirable. Teamwork is highly desirable. Supervisory experience may be preferred *(by assignment)*.

ESSENTIAL FUNCTIONS

Communication: Communicates both verbally and in writing with other City employees, vendors, leadership, and contractors in order to identify problems or required changes; communicates recommendations and specifications; coordinates the implementation of standards and solutions; and provides status reports. Communicates with team members in order to maintain continuity of customer service. Mentors and/or trains others regarding computer systems analysis, design, documentation,

programming, testing and debugging techniques, and ensures adherence to standards. Makes formal presentations to City management and/or Department of Innovation and Technology (DoIT) management, staff, team members, and customers. Prepares written documents (such as memos, project plans, architectural designs, reports, requests for proposal (RFPs), etc.) and technical documentation with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Works courteously with customers in situations that require tact and diplomacy in order to identify and resolve technical issues.

Manual/Physical: Enters data into a personal computer (PC) to create documentation, and design. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to provide on-site technical support at customer locations *(by assignment)*. Operates a variety of standard office equipment such as a PC, printer, telephone, and facsimile machine (fax). Meets scheduling and attendance requirements. Distinguishes colors to identify color-coded cable, wiring, and electronic components.

Mental: Able to prepare budget estimates for department and project budgets *(by assignment)*. Comprehends and makes inferences from written material, including technical documentation related to system hardware and/or software. Conducts research and/or analyzes system-related data to improve system performance. Learns technical skills through on-the-job training, in a classroom setting, or through other formats such as self-study or computer-based training. Organizes and mentors staff members engaged in the installation and maintenance of system hardware and/or software. Resolves procedural, operational, and other work-related problems by analyzing problems from a Citywide perspective and recommending resolutions or correcting problems. Conducts research and/or analyzes system-related data to improve system performance. Supervises, assigns, and evaluates the work of technical staff *(by assignment).*

Knowledge/Skills/Abilities:

Knowledge of:

financial models and budgeting; and
information principles and policies.

Skill in:

interpersonal areas such as teamwork, facilitation, and negotiation;
leadership;
analytical and technical abilities;
written and verbal communication; and
planning and organization.

Ability to:

understand the long-term ("big picture") and short-term perspectives of situations;
create models, diagrams, or visuals to illustrate enterprise architecture direction;
comprehend the functions and capabilities of new technologies;
understand network and data center architecture;

understand application development methodologies;
understand Service-Oriented Architecture (SOA), object-oriented analysis and design, or client/server systems;
understand the enterprise's political climate and how to respond to the political challenges;
estimate the financial impact of information system alternatives;
apply system thinking to guide individual roadmaps toward overarching enterprise direction and strategy; and
establish and maintain effective working relationships with DoIT management, staff, team members, subordinates, and customers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 9/24 – updated Distinguishing Features and Minimum Requirements
CLP/sb/lv
CS5708.DOCX   PAY GRADE: 63
EEO-Tech   IND-8810
JOB FCTN-INT   SWORN-No
INCREMENT 47-200