



**Code: 0631**

Family: Information Technology

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Information Technology

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## **CLASS TITLE: IT ARCHITECT (DoIT)**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a technical expert in the design, development, and implementation of architectures; and performs related duties as required

This is a multidiscipline class and based on the operational needs of the Department of Innovation and Technology, positions will be allocated across various departmental divisions/units. Common disciplines include but are not limited to: *Security, Network, Platform, Applications, Solutions, and Data Analysis.*

### **ESSENTIAL DUTIES**

- Designs architectural methodologies and reviews existing systems and new technologies to assess how they will fit within the overall architecture framework
- Solicits information and translates business, information, and technical requirements into an architectural blueprint that outlines solutions to achieve business objectives
- Develops enterprise level solutions that integrate across applications, systems, and platforms
- Creates architecture specifications and other design artifacts representing the approach and effect of new proposed solutions
- Leads architecture and design reviews of IT solutions to ensure solutions align with business requirements, integrate effectively with other services, and fit within the overall architecture framework
- Develops and maintains documentation of procedures, standards, and technical requirements related to area(s) of development
- Ensures standards and framework compliance across the business enterprise
- Develops and defines the structures of solutions and architectures to meet business goals
- Employs data models and architectural frameworks to identify relationships and gaps between business objectives, processes, and technical systems
- Oversees pilot studies of new technologies to gain thorough understanding of technology capabilities
- Functions as a senior expert and change agent communicating with senior City leadership, stakeholders, business owners, and customers to discuss project strategy, direction, and changes
- Ensures work efforts achieve the outcome specified within the IT strategy, including appropriate strategic and life cycle management plans
- Serves as a key technical advisor to vendor evaluation committee
- Provides direction to contracted vendors and DoIT employees responsible for implementing City-wide information technology initiatives
- Stays abreast of emerging technologies, best practices and regulations

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Information Technology/Systems, Business Administration or a directly related field plus five (5) years of Information Technology experience or an equivalent combination of education, training, and experience. Depending upon Bureau/Division assignment, the type of Information Technology experience may vary.

### **Licensure, Certification, or Other Qualifications**

- Preference may be given to applicants who hold applicable professional licenses or certifications relative to the specific responsibilities of the position.

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Client/server computers
- Micro and mini computers
- Local area/wide area communications network

## **PHYSICAL REQUIREMENTS**

- No specific requirements

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Comprehensive knowledge of:

- \*IT concepts, principles, methods, and practices in the assigned specialty area
- \*IT architecture and design methodologies
- \*requirement analysis principles and methods
- \*systems testing and evaluation principles, methods, and tools
- data modeling

Moderate knowledge of:

- \*technical documentation methods and procedures
- Systems Development Life Cycle (SDLC)
- new and emerging information technologies and/or industry trends

Knowledge of applicable City and department policies, procedures, rules, and regulations,

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- TIME MANAGEMENT - Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes
- SYSTEMS EVALUATION - Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
August, 2017