

City of Fort Worth, Texas Job Description

Classification Title	IT Solutions Architect		
Job Code:	PR5800	Job Family:	Professional
Pay Grade	712	Date Created:	5/1/23
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Recognized as an expert in specific or multiple functional areas. Responsible for high-level systems research, planning, architecture, design and support of the extremely complex enterprise technologies-data networking, computing platforms, and/or collaboration/messaging platforms. Provides cross-discipline expertise and is charged with assessing the effect and fit of technologies aligning technical solutions with enterprise goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Defines, plans, and designs innovative enterprise-wide network, collaboration, and platform infrastructure solutions, including integrated financial analysis of technical alternatives across technology disciplines to meet business requirement and appropriate backup/redundancy requirements.
2. Leads the effort that designs and defines the architecture standards in specific areas of expertise.
3. Leverages tools to enhance functional area productivity. Provides technical direction and mentors staff in area of expertise.
4. Continually research current and emerging technologies and propose changes where needed.
5. Integrates knowledge of technical standards with communication, leadership and business skills. Establishes technology-specific vision and strategy.
6. Participates in project planning as a technical subject matter expert to ensure new solutions are successfully integrated and properly secured into our existing system.
7. Assesses departmental needs and recommend equipment and software purchase; prepares bid specifications and evaluates vendor bids; recommends appropriate action to maintain current and up-to-date capabilities.
8. Manages third party application selection including: integrations, implementations, maintenance and upgrades; coordinates resources and timelines; and resolves complex technical challenges. Performs other related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
10. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Advance principles of information technologies, systems analysis and design.
 - Principles and practices of project development and management from a technical subject matter expert perspective.
 - Proper programming languages utilized for system development.
 - Methods and techniques of statistical data collection and analysis.
 - IT best practices for hardware and software development and lifecycle.
 - Enterprise application solution trends, technologies and best practices.
 - Internal structure of computer hardware, servers, software, network, radio systems, or security.
- **Skill in:**
 - Organization and time management.
 - Critical thinking.
 - Solutions architecture.
 - Computers and applicable software.
 - Analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage complex application development efforts
 - Convey highly technical information to management and stakeholders.
 - Perform root cause analysis.
 - Design and write accurate and efficient computer programs.
 - Decipher and update existing programs.
 - Solve computer problems and difficulties related to client departments.
 - Assess proposed solutions for ability to integrate with existing systems.
 - Perform fit/gap analysis to identify limitations of third-party application.
 - Find alternative solutions to issues and project consequences of proposed actions.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in computer science, management information systems, business or a related field and five years of increasingly responsible experience in in applicable field.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.