CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 440.5

Job Title: **IT ARCHITECT - INFRASTRUCTURE**

Pay Grade: 33

GENERAL SUMMARY:

The purpose of this position is to function as technical architect and platform strategist for specific systems within the IT and Operational Technology (OT) infrastructure family. This individual contributor is a position that is very highly specialized; may be nationally recognized as a leader in the specialized field and may speak at industry forums; contributes to the body of knowledge within a particular area of expertise. Represents the highest level of technical knowledge in a specialized field; usually reserved for a single individual within a particular area of expertise.

RESPONSIBILITIES:

TECHNICAL EXPERT: Preeminent technical expertise with multiple technical certifications. Proactively resolves highly complex, strategically important technology infrastructure problems by providing deep technical expertise. Serves as the highest level of specialized technical expertise internally.

STRATEGY: Directs strategy for technology infrastructure system architecture, design, and platform evolution using current and emerging technologies. Translates business requirements into system or process designs. Evaluates and recommends new products, and maintains knowledge of emerging technologies for application to the enterprise. Drives innovation and strategic solutions by providing value propositions; adapts plans and priorities to address business requirements and long-term platform requirements. Serves as liaison between senior leadership, project teams, development teams and other stakeholders by encouraging improvement and innovation.

OPERATIONS & MAINTENANCE: Does not normally engage in day-to-day technical operations or maintenance, but provides highly specialized support in mission critical troubleshooting or design activities. Plans and recommends system hardware, systems management software, standards, and maintenance practices. Approves and modifies system design and architecture to ensure compliance. Monitors system performance, ensures capacity planning is performed, and is proactive in assessing and making recommendations for improvement.

TEAM EFFORT: Contributes to team effort by accomplishing business results through proactive strategy, planning, and deep technical expertise for highly specialized technical systems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field. Holds multiple system-specific technical certifications; recognized as having mastery of a particular technical discipline. A Master’s degree in Computer Science or Management and Information Systems or closely related field may be substituted for up to two (2) years of the experience requirement.

EXPERIENCE:

At least ten (10) years of specialized experience in an IT infrastructure system.

SPECIFICATIONS (cont'd):

SUBSTITUTION:
Related professional Information Systems experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Individual contributor and acknowledged expert for respective infrastructure system. Works independently; routinely coaches other professionals on technical issues. Ability to execute highly complex or specialized projects; develops new solutions to complex problems.

IMPACT OF ACTIONS:
Errors in work typically lead to significant business risks and costs. The incumbent functions autonomously and as an advisor to senior business and technical leadership.

SUPERVISION EXERCISED:

Direct Supervision:
May lead or supervise less experienced IT professionals in assigned area.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with managers, Assistant Directors, and Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; problem-solving discussions regarding responsibilities, finance or work flow or to facilitate change.

External Contacts:
Level of external contact is primarily with senior-level representatives of government agencies, guests, vendors and professional contacts with affiliated organizations. Interaction requires substantial sensitivity and persuasion leading to resolution of complex issues, e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. May occasionally require work in outdoor environment.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY: Information Technology – Infrastructure

Technical Track:	Management Track:
IT Associate – Infrastructure	--
IT Specialist – Infrastructure	--
IT Professional – Infrastructure	IT Lead – Infrastructure
IT Sr. Professional – Infrastructure	IT Manager – Infrastructure

Effective: November 2015
Revised: February 2026
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