

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Information Technology Services

POSITION NUMBER
20005453 (4000.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
ITS Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
2.0 Assistant Director 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Under direction of Assistant Director, manages operation of all functions within Information Technology Services (ITS) unit; functionally reports to all division Deputy Directors [e.g., Administrative Support, Office of Information Technology - Investments in Governance Division (IGD), Office of Information Technology - Service Delivery Division (SDD), Human Resources, General Services, Equal Opportunity, Office of Collective Bargaining] when supporting divisions on ITS projects & initiatives; develops policies & procedures pertaining to IT development, support & technology usage for Department of Administrative Services (DAS); plans, organizes & facilitates wide range of IT projects, with special emphasis on Enterprise Resources Planning (ERP) systems; manages development & operation of Information Technology Advocacy Center (ITAC); service & problem resolution for DAS; oversees methodology selection, system design, programming, software selection & system implementation & maintenance; ensures application of standard methodology to all projects.	Knowledge of (1) computer science (e.g., computer hardware, software applications, industry equipment standards, programming); (2) government structure & process*; (3) project management (e.g., management of project scope, time, cost, quality, human resource planning & communication). Skill in (4) operation of personal computer & associated hardware/software. Ability to (5) evaluate multiple variables & determine specific course of action; (6) communicate technical information verbally & in writing; (7) define problems, collect data, establish facts & draw valid conclusions; (8) prepare meaningful & accurate reports; (9) collaborate on group projects.
30	Supervises managerial staff over ITAC function areas (e.g., help desk, training, application programming & support, networking support); sets priorities & develops work procedures; determines staffing needs; prepares budget & maintains fiscal controls; reviews & reports on section activities to Assistant Director.	Knowledge of 1, 2*, 3, (10) budgeting Skill in 4 Ability to 5, 6, 7, 8, 9, (11) manage staff
30	Consults with IGD & SDD administrators, agency senior staff & external business leaders on process improvement & change: facilitates information flow between business units & ITS operations; ensures effective communication occurs between customers, ITS staff & IGD/SDD staff; works with agency administrators to resolve complex IT issues; represents DAS at conferences, meetings &/or statewide information technology meetings.	Knowledge of 1, 2*, 3 Ability to 5, 6, 7, 8, 9

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.

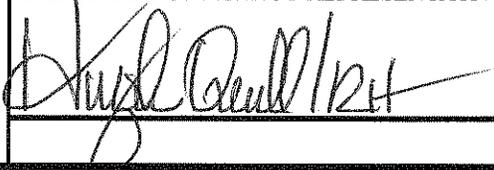
*developed after employment

List Position Numbers and Job Titles of Positions Directly Supervised:

20005454 (4002.0) Admin Asst 3	20005480 (4406.0) Netwrk Admin 3
20005465 (4300.0) IT Manager 1	20005481 (4408.0) Netwrk Admin 3
20005478 (4438.0) Admin Staff	20005482 (4420.0) Netwrk Admin Spv
20005479 (4404.0) Systems Ana 2	20005483 (4442.0) Admin Staff

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



12-7-07

JOB CODE
64135

JOB CODE TITLE
Data Systems Administrator

ARD 12-10-07 (1007)