

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS1012320
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Information Technology Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005465 (4300.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION IT Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005453 Data System Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Admin.	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Manages the Department of Administrative Services (DAS), Administrative Support Division (ASD), Information Technology Services (ITS) Application Development & Application Maintenance unit composed of system analysts, programmer/analysts, & other technical staff; plans & monitors projects & activities; provides project management expertise/ functions; evaluates software for acquisition; meets with staff to review progress & resolve technical problems; assists with prioritization of work; evaluates staff performance; reviews staff products & presents comments; assists staff in resolving complex computer problems & technical issues; enforces unit policies & procedures; responsible for overseeing the utilization of Internet application development software (i.e., HTML, .ASP, .Net); supervises subordinate supervisory personnel & lower-level IT staff (e.g., provides work direction, approves/disapproves leave, evaluates performance, administers discipline). Position is overtime exempt.	Knowledge of (1) computer science &/or electronic data processing systems (e.g., PC & Server platforms; N-Tier design methodology); (2) Internet programming tools & graphics design software (e.g., Dreamweaver, Visual Studio .NET, Adobe Photo Shop, Adobe Acrobat Pro); (3) databases & data relationships (e.g., Access, SQL, Oracle, Data Flow Diagrams, Entity-Relationship Modeling, Unified Modeling Language); (4) data interfaces; (5) email concepts (e.g., Outlook Exchange); (6) web browser (e.g., Internet Explorer, Fire fox); (7) hypertext markup language (i.e., HTML, ASP, .Net); (8) management/supervisory principles & techniques. Skill in (9) operation of a personal computer & related software (e.g., Dreamweaver, Adobe Photoshop, Visual Studio .Net, Adobe Acrobat Professional); (10) coding of programming languages (e.g., COBOL, JAVA, Visual Basic, .ASP .NET); (11) office automation tools (e.g., Word, Excel); (12) graphics packages (e.g., Visio, Adobe Photoshop, Adobe Acrobat, PowerPoint); (13) desktop hardware (e.g. personal computer, monitor, keyboard, CD-rom, diskette reader). Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) convert abstract concepts & requirements into automated technology; (16) recognize errors & make corrections to print & electronic material; (17) handle sensitive inquires from & contacts, officials & general public; (18) gather, collate & classify information about data, people or things; (19) communicate effectively in speech and writing; (20) conduct interviews for job selection process.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005459 & 20005460 Systems Analyst 3 20005475 Systems Analyst 1 20005471 & 20005472 Programmer/Analyst 5 20005466 Programmer/Analyst 4 20005474 Programmer/Analyst 3 20005462 Programmer Specialist 1		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-25-09
	JOB CODE TITLE Information Technology Manager 1			
	JOB CODE 64132			

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	USUAL WORKING TITLE OF POSITION IT Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005453 Data System Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Admin.	Bargaining Unit 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Manages the DAS/ASD/ITS Internet & intranet application (i.e., Microsoft SQL server reporting services) for DAS using Visual Studio .Net to maintain, update & monitor DAS applications; responsible for overseeing the content management analysis who provide dynamic Web based application support (i.e., dotnetnuke).	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, (21) web based application software (i.e., dotnetnuke) Skill in 9, 10, 11. Ability to 14, 15, 16, 17, 18, 19.	
	10	Analyzes & maintains complex computer systems (e.g., analyzes user needs; reviews existing functions; develops appropriate solutions to production errors & changing user needs; reviews test results; consults with users on system accuracy; implements changes; produces system documentation as necessary); communicates in oral & written form with people at all organizational levels within state government; establishes & maintains user contacts; resolves technical problems, provides expert advice to upper-level management & coordinates operations; attends training seminars & classes; performs other related duties as assigned.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, (21) web based application software (i.e., dotnetnuke) Skill in 9, 10, 11. Ability to 14, 15, 16, 17, 18, 19.	
			<u>Position Specific Minimum Qualifications</u> 36 months experience in utilizing Internet applications development software (i.e., HTML, .ASP, .NET).	
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			DATE 3-25-09	

JOB CODE TITLE
 Information Technology Manager 1

ADD 4-2-09
