

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
20005470 (4320.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Application Development Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005465.00 IT Manager 1

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Information Technology Supervisor 2

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Manages unit of web programmers and application developers whose primary duties include writing, analyzing & designing web programs, systems and HTML pages utilizing Macromedia Suite, Microsoft Visual Studio.net and SQL: directs & oversees contract staff involved in development of web pages and applications, assigns & prioritizes work, interviews applicants & recommends hiring decisions, evaluates staff performance; monitors work progress, orients & trains new staff &/or recommends training seminars/classes for staff, assists staff in resolving difficult computer problems & answers technical questions, establishes & enforces unit policies & procedures, ensures programming standards are followed & conducts staff meetings; coordinates work between assigned staff and other Information Technology Services (ITS) programmers &/or analysts &/or production staff; develops charters for proposed application development projects; researches, evaluates, tests, recommends and implements technical web & application development solutions for Department of Administrative Services (DAS) utilizing Microsoft Visual Studio.net and SQL; provides Internet web & application design and support for all DAS program units; consults with DAS program representatives and participates in decisions regarding requirements gathering for new applications, web page concepts, navigation, content and site design; transforms customer concepts, business processes and verbal instructions into finished applications, estimates time & cost for development &/or maintenance projects; reviews &/or writes system documentation; reviews &/or develops system test data & procedures & oversees & monitors system test results &/or designs data base files; produces web pages including forms, graphic images and other web material; utilizes Adobe Photoshop and Macromedia Suite (and/or other graphic/web software) to design and maintain web pages and graphics; converts off-line information to on-line formats (e.g. HTML, PDF, etc.); manipulates images and web layouts, combines photographic, text and other file types between various computer systems and formats; optimizes graphics for web display; works with senior system analysts to provide web application design and deployment; supervises lower-level managers (e.g., approves time & attendance, completes performance evaluations, sets goals, recommends hiring, promotion, demotion, dismissal, suspension or discipline, determines staffing levels).</p>	<p>Knowledge of (1) DAS Policies and Procedures*; (2) web-based technologies; (3) electronic data processing systems (e.g., mainframe, PC & server platforms); (4) web browsers (e.g., Internet Explorer, Netscape); (5) supervisory techniques & principles.</p> <p>Skill in (6) office automation tools (e.g., Word, Excel, PowerPoint); (7) graphics packages (e.g., Visio, Adobe Acrobat, Photoshop); (8) desktop hardware (e.g., personal computer, monitor, keyboard, CD-Rom, diskette reader).</p> <p>Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare meaningful, concise & accurate reports; (11) cooperate with co-workers on group projects; (12) interview customers & assess needs; (13) technical writing; (14) innovate & think creatively to propose alternative solutions; (15) communicate effectively in speech & writing.</p> <p>* developed after employment</p>

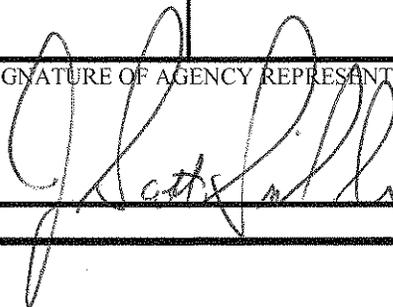
JOB CODE
64118

List Position Numbers/Job Code Titles of Positions Directly Supervised:

- 20005473 Programmer Analyst 2
- 20005469 Systems Analyst 1
- 20005463 Systems Analyst 2
- 20005464 Systems Analyst 2
- 20005467 Systems Analyst 2
- 20005468 Systems Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/7/08

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20	Administers & maintains DAS' & other state agencies (on as needed basis) Internet/Intranet web presence & develops online applications with state-wide impact: develops web guidelines for standards, procedures requirements and protocols in conjunction with management: enforces web policies, guidelines, procedures and compliance to regulatory requirements; monitors web site for accuracy and broken links; represents DAS for web related issues with external agencies & vendors; acts as a liaison between statewide web support & advisory professionals, DAS representatives, plus other Internet policy setting agencies.	Knowledge of 1*, 2, 3, 4, (16) web programming technologies & techniques (e.g., Visual Basic.net, ASP.net, HTML, Java Script, Adobe Acrobat & VB Script Visual Studio.net products, Dreamweaver); (17) relational databases & data relationships (i.e., SQL Server or Oracle); (18) design methodology Skill in 6, 7, 8. Ability to 9, 10, 11, 12, 13, 14, 15.
10	Coordinates and leads DAS web content provider program: chairs regular web content provider meetings; disseminates web policies, standards and procedures; coordinates appropriate training; monitors and evaluates submitted content for compliance to departmental and statewide web and application requirements, plus DAS's goals and strategic vision; ensures technical accuracy, content and hypertext links are current and operational; notifies and coordinates updates with content providers.	Knowledge of 1*, 2, 3, 4, 15, 16, 17. Skill in 6, 7, 8. Ability to 9, 10, 11, 12, 13, 14, 15.
5	Keeps abreast of emerging web technology trends; attends work-related seminars and/or classes: reads technical instruction manuals; performs other work-related duties as assigned by the DAS IT Administrator.	Knowledge of 1*, 2, 3, 4, 16. Skill in 6, 7, 8. Ability to 9, 12, 13, 14, 15. <u>Position Specific Minimum Qualifications</u> 8 mos. trg. or exp. in Visual Studio.net, ASP.net, VB.net; 6 mos. exp. managing a workgroup; 3 mos. exp managing a large website; 3 mos. exp. or trg. in Microsoft SQL. * developed after employment

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Information Technology Supervisor 2

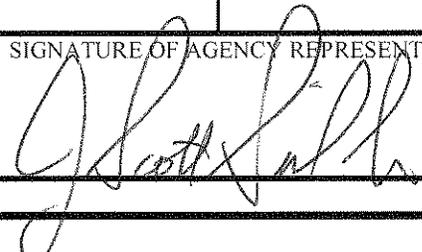
APD 8-14-08

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