

POSITION DESCRIPTION

AGENCY/DEPT ID DAS/505320

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Unified Network

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006010

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Data Systems Administrator
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006009 Deputy Director 6

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Bargaining Unit
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type:
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 7:00 a.m. TO: 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|--|
| 25 | Administers the design & implementation of voice, data, video, & converged services for state government: conducts periodic assessments of agencies' network needs & develops strategic proposals & business plans for procurement & development of services & products to meet identified needs; ensures that efficient statewide network services are developed, implemented & maintained based on customer needs, technological enhancements, & budgetary constraints; meets with vendor community on a regular basis; directs & manages vendor & supplier services to meet customer demand; maintains service level agreements with vendors & customers; develops & reviews reports to measure & evaluate customer satisfaction; ensures all customers are provided professional, courteous, & timely support & service. | Knowledge of 1, 2, 3*, 4*, 5, 6, 8, (16) computer science; (17) computer communications technology; (18) project management; Skill in 11 Ability to 12, 13, 14, 15, (19) resolve complaints from angry customers & government officials. |
| 10 | Advises Deputy State Chief Information Officer, agency representatives, vendors & other stakeholders on technical issues, trends & future requirements: represents management in conferences with federal, state, & local agencies; represents agency & all state government before Public Utilities Commission of Ohio, Federal Communications Commission, National Association of State Telecommunications Directors, & at professional meetings & conferences. Must submit to & pass personal background check & is overtime exempt. | Knowledge of 1, 2, 3*, 4*, 5, 6, 8, (20) computer science; (21) computer communications technology; (22) project management Skill in 9 Ability to 10, 11, 13. *developed after employment |

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers & Job Titles of Positions Directly Supervised:
 20006384 Data Sys Adm 20075122 MAS2
 20006639 IT Consultant 3
 20006387 IT Consultant 3

SIGNATURE OF AGENCY REPRESENTATIVE DATE

[Handwritten Signature] *[Handwritten Date]*

Apd 1-23-09 CB