

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OIT/Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006020	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Business Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005426 Fiscal Officer 4	
	<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:	Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
50	Plans, directs & manages administrative & support functions (e.g., budget preparation & monitoring for operating funds in excess of \$120 million & capital funds in excess of \$130 million) for the DAS Office of Information Technology (OIT); formulates & implements division policies & procedures; manages multiple fiscal, budgetary, & administrative sections responsible for inventory (e.g., fixed asset management for over 14,000 inventoried items with value in excess of \$159 million), rates & analysis (e.g., rate development, analysis, cost accounting in accordance with federal circular A-87 which requires cash refund or other settlement for excess cost recovery from federal programs), procurement (e.g., appropriate spending authority, MBE/EDGE program adherence, controlling board actions, contract negotiation, award & oversight with approximately 600 vendors for telecommunications & computer systems hardware, software, services, maintenance & consulting), systems (e.g., systems requirements, billing data, external management reports; administration of telecommunications billing to maintain proper billing components for rated services within the Infrastructure Services Division (ISD), procurement & development of appropriate billing software & systems to ensure selection of best methodologies for measuring service usage & ensuring accuracy of usage metrics), fiscal operations (e.g., payables, receivables, collections); & budgets (e.g., budget preparation & monitoring for operating funds in excess of \$120 million & capital funds in excess of \$130 million for OIT; develops & monitors division's business plan; monitors MBE/EDGE program plan development & adherence; manages daily financial management & reporting functions for State of Ohio Chief Information Officer, agency management, and OIT program managers; authorizes expenditures; supervises subordinate supervisory personnel.	Knowledge of (1) budget development; (2) fiscal & office management principles; (3) Federal, state & departmental policies & procedures*; (4) business administration; (5) accounting practices & principles; (6) OMB A-87 requirements*; (7) labor relations; (8) work force planning; (9) employee training & development; (10) supervision techniques; (11) human relations; (12) principles of interviewing; Skill in (13) use of a personal computer & related software (e.g., word processing, spreadsheets, databases); Ability to (14) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (15) understand non-verbal symbols in formulas, equations or graphs; (16) comprehend & record figures accurately; (17) calculate fractions, decimals & percentages; (18) use statistical analysis; (19) establish friendly atmosphere as supervisor of work unit.	
		*developed after employment	
JOB CODE 63393	List Position Numbers and Class Titles of positions directly supervised: 20006021 Admin Assist 2 20006042 Mgmt Anl Spvr 1 20006028 Mgmt Anl Spvr 2 20006318 Telecom Billing Anl 20006593 Fiscal Ofer 3 20006319 Telecom Billing Anl 20006321 TSASpvr 20006320 Telecom Billing Anl 20006041 Mgmt Anl Spvr 1 20006030 Fiscal Ofer 2 20006023 Comp Acq Anl Spvr		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 3-30-09

April 6-8-09 CB

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<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">25</td> <td>Acts as liaison with customer agencies, vendors & program managers in order to discuss, explain & interpret federal, state or departmental policies, rules & regulations regarding assigned functions (e.g., SWCAP, state purchasing rules, operating & capital fund requirements, etc.); adopts or modifies division policies or rules to assure division operations adhere to federal & state statutes & regulations; attends or conducts meetings, participates as committee member, represents Office of Information Technology in meetings & at conferences; manages special projects.</td> <td>Knowledge of 2, 3,* 4, 5, 10, 11, (20) inventory control Skill in 13 Ability to 14, 15, 19, (21) handle sensitive inquiries from & contacts with officials & general public.</td> </tr> <tr> <td style="text-align: center;">25</td> <td>Establishes, reviews & maintains reporting systems: prepares &/or reviews reports, analysis, documents, data & position papers for CIO, DAS Chief Financial Officer, the Office of Budget & Management, the Legislative Budget Office, Inspector General, federal & state auditors, OIT customers, agency and program managers; oversees the requirements, preparation & distribution of public records requests.</td> <td>Knowledge of 1, 3, 4, 5, 10, 11, (22) Federal & state statutes & regulations (e.g., SWCAP, GAAP, IACP) Skill in 13. Ability to 14, 15, 16, 17, 18, 19, (23) develop complex reports & position papers.</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	25	Acts as liaison with customer agencies, vendors & program managers in order to discuss, explain & interpret federal, state or departmental policies, rules & regulations regarding assigned functions (e.g., SWCAP, state purchasing rules, operating & capital fund requirements, etc.); adopts or modifies division policies or rules to assure division operations adhere to federal & state statutes & regulations; attends or conducts meetings, participates as committee member, represents Office of Information Technology in meetings & at conferences; manages special projects.	Knowledge of 2, 3,* 4, 5, 10, 11, (20) inventory control Skill in 13 Ability to 14, 15, 19, (21) handle sensitive inquiries from & contacts with officials & general public.	25	Establishes, reviews & maintains reporting systems: prepares &/or reviews reports, analysis, documents, data & position papers for CIO, DAS Chief Financial Officer, the Office of Budget & Management, the Legislative Budget Office, Inspector General, federal & state auditors, OIT customers, agency and program managers; oversees the requirements, preparation & distribution of public records requests.	Knowledge of 1, 3, 4, 5, 10, 11, (22) Federal & state statutes & regulations (e.g., SWCAP, GAAP, IACP) Skill in 13. Ability to 14, 15, 16, 17, 18, 19, (23) develop complex reports & position papers.
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