

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505130
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Deputy State COO	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006329	<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 PET Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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:	Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			

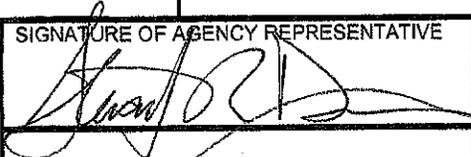
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Administers & superintends strategic planning process of the Performance Engineering Team (PET) for Infrastructure Services Division (ISD): manages efforts on solutions design & build component (e.g., project management, detailed solution design, product implementation & process development) of Plan/Build/Run concept of Information Technology (IT) Modernization & ISD Top Ten Projects (e.g, Virtual Server & Storage Consolidation, Virtual Desktop Infrastructure, Data Center in a Box, Network Design/Rebuild, Ohio.gov Rebuild, Email Consolidation, Help Desk Consolidation, Mainframe Software Configurations, Wireless Network Pilot, Broadband Mitigation & Migration Plans); develops & implements policies, procedures & work procedures; establishes program area goals, objectives & associated performance measures & ensures compliance; establishes & manages program & organizational structure to ensure long-range & strategic plans are incorporated into daily operations; ensures timely implementation of applicable sections of strategic plan; reviews strategic plans of other agencies in determining direction & development efforts; prepares budget & maintains fiscal controls; develops long-range plans for the PET & makes recommendations regarding resources, facilities, supplies & equipment to meet current & forecasted needs.	Knowledge of (1) information technology (IT) solutions design; (2) project management life cycle methodologies; (3) enterprise architecture; (4) time management; (5) management; (6) risk assessment; (7) detailed technology design; (8) product implementation; (9) process development; (10) Plan/Build Run concepts Skill in (11) project planning software; (12) operation of personal computer & associated hardware/software; Ability to (13) manage multiple demands or tasks on projects; (14) define problems, collect data, establish facts & draw valid conclusions; (15) communicate effectively orally & in writing with diverse groups; (16) review & evaluate project progress; (17) write concise & accurate reports.

*developed after employment

JOB CODE TITLE
 Data Systems Administrator

 JOB CODE
 64135

 8/16/10
 apd

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/16/10
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