

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505440
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006354	<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 GIMS Systems Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006358 Information Technology Consultant 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 22  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
45	Works with Ohio Geographically Referenced Information Program (OGRIP) Investment & Governance Division's (IGD) Office of State-wide Policy to develop division-wide Geographic Information Management Systems (GIMS) policies, procedures, applications & programs: administers division-wide programs including multi-participant GIS projects; supervises, develops & maintains Location Based Response System (LBRS); provides support to Multi-Agency Radio Communications System (MARCS) GIMS programs (e.g., meeting participation, GIS issue resolution, GIMS data acquisition strategies, data management, policy & procedure development); evaluates overall personnel, contract services, hardware & software for entire program; confers with GIMS support services to ensure consistency with departmental GIMS standards; works with Geographic Information Systems Service Center (GISSC) & OGRIP to ensure that approaches to GIS implementation, data management & data distribution are consistent with each other, existing statewide standards/guidelines, & are leveraged to all GIMS programs (i.e., communicates with other state agencies, federal & local governments & coordinates collaboration of data development, access & acquisition of local government data to support MARCS & development of LBRS); communicates with LBRS participating agencies & organizations (e.g., local & state government agencies) & MARCS GIMS program participating agencies (e.g., Ohio Dept. of Natural Resources, Ohio Dept. of Health, Ohio Dept. of Transportation, Emergency Management Agency, Ohio State Highway Patrol) staff & outside contractors to identify spatial data that should be captured in digital format & used to enhance division operations & fulfill scope of each project; supervises lower-level GIMS staff.	Knowledge of (1) GIS (e.g., applications, design & implementation of geographic information); (2) creation of digital spatial databases; (3) GIS data input operations; (4) supervisory principles & techniques; (5) agency policies & procedures*; (6) employee training & development; Skill in (7) operation of personal computer & GIS &/or CADD software packages (e.g., ArcView, ArcINFO, GeoFile, Geomedia); Ability to (8) use research methods in gathering data; (9) prepare meaningful, concise & accurate reports; (10) maintain accurate records; (11) use statistical analysis; (12) handle sensitive contacts with users & consultants.
		*developed after employment

JOB CODE TITLE  
 GIMS System Administrator  
 JOB CODE 85776  
 App'd 1/7/11 PFM

List Position Numbers & Job Titles of Positions Directly Supervised: 20006332 Infrastructure Specialist 3 20006355 Programmer Analyst 3 20006356 Software Development Specialist 2 20073966 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/7/11
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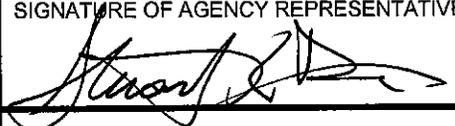
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	<input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> Essential	If FLSA Exempt, exemption type: Page 2 of 2
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JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Develops contract service agreements for data capture, data conversion, database design/development & GIS applications in cooperation with departmental GIS support services: interacts with hardware & software vendors & local government officials in all 88 Ohio counties for procurement of services & maintenance contracts; in conjunction with Department of Administrative Services legal counsel & General Services Division's Acquisition Section, develops statements of work & contract service agreements; provides scope development & negotiation; drafts Memorandums of Understanding; participates on evaluation teams for vendor selection; oversees purchase & installation of GIMS hardware & software systems; monitors systems performance; manages application design & development for both programs in conjunction with GISSC.	Knowledge of 1, 2, 3, 5*, (13) GIS user interfaces; (14) state-level GIS/spatial data sets*; (15) GIS/spatial data management & administration Skill in 7 Ability to 8, 9, 10, 11, 12.
15	Performs system administration tasks on spatial databases: runs regular backups; develops & maintains user permissions for access to spatial data; develops & maintains GeoFile database maintenance applications, policies & procedures; develops & maintains LBRS database & application; responds to all users of LBRS & MARCS GIMS programs & helps to resolve operational problems & other issues.	Knowledge of 1, 2, 3, 5*, (16) computer hardware systems; (17) Internet & web-based technologies Skill in 7 Ability to 8, 9, 10, 11, 12, (18) interpret variety of technical computer manuals & documentation; (19) write GIS programming specifications & system documentation (e.g., GIS/spatial & attribute databases, GIS software adaptations); (20) communicate verbally on technical & non-technical matters.
10	Attends meetings & conferences regarding OGRIP, GIS & other related spatial technology. Maintains technical reference materials & GIS industry specific white papers.	Knowledge of 1, 5* Ability to 8, 9, 10, 12  *developed after employment

JOB CODE TITLE  
GIMS System Administrator

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85776

*Apr 17/11 P87M*

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