

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505430

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Shared Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006354

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: GIMS System Administrator
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006334 Information Technology Consultant 3

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Bargaining Unit 22
 Temporary
 Unclassified
 Intermittent
 Essential
 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
45	Works with Ohio Geographically Referenced Information Program (OGRIP) Investment & Governance Division's (IGD) Office of State-wide IT 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

List Position Numbers & Job Titles of Positions Directly Supervised:

- 20006332 Systems Analyst 2
- 20006355 Programmer Analyst 3
- 20006356 Programmer Analyst 4

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

2/19

Appl 2-19-09 CB

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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm														
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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 65%;">Job Duties in Order of Importance</th> <th style="width: 30%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">30</td> <td>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.</td> <td>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.</td> </tr> <tr> <td style="text-align: center;">15</td> <td>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.</td> <td>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.</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Attends meetings & conferences regarding OGRIP, GIS & other related spatial technology. Maintains technical reference materials & GIS industry specific white papers.</td> <td>Knowledge of 1, 5* Ability to 8, 9, 10, 12 *developed after employment</td> </tr> </tbody> </table>				%	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
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		DATE 4/2/19													

Opd 8-19-09 CB