

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505420
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/ESS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006358	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		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	Administrates & superintends strategic planning process of the Office of Information Technology (OIT) Infrastructure Services Division (ISD) Deputy Director for Enterprise Shared Services (ESS): manages strategic planning process & daily operations of ESS, including Geographic Information Systems Support Center (GISSC)/Ohio Geographically Referenced Information Program (OGRIP), Implementation & Integration (I&I) unit, Research & Development (R&D) unit and Operations unit [i.e., maintains operations for GISSC, e-Government's Ohio Business Gateway (OBG), web hosting services (e.g., Ohio Portal & Ohio Server) & Electronic Commerce Center (ECC); develops & implements policies, procedures & standards addressing personnel, business practices & systems issues, government to government, government to business & government to citizen initiatives; manages major projects within entire ESS organization; 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; supervises lower-level information technology (IT) managers, other IT staff & support personnel; determines staffing requirements (e.g., number of staff needed, classifications); sets workload priorities; establishes specific goals for each subordinate; establishes performance measures & evaluates employee performance; develops training curriculum for staff.	Knowledge of (1) project management; (2) agency policies & procedures/government structure & process*; (3) computer science; (4) geographic information systems; (5) global positioning systems (GPS); (6) satellite imagery, remote sensing, geocoding & emerging spatial technologies; (7) budgeting/accounting; (8) supervision techniques; (9) meeting management practices; Skill in (10) operation of personal computer & associated hardware/software; Ability to (11) define problems, collect data, establish facts, draw valid conclusions; (12) comprehend & discuss highly abstract material; (13) communicate verbally & in writing on technical & non-technical matters; (14) deal with many variables & determine specific action; (15) GIS application development spatial technologies; (16) manpower planning; (17) employee training; (18) manage technical staff.

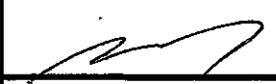
JOB CODE 64135	List Position Numbers & Job Titles of Positions Directly Supervised:  See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE  	DATE  10-6-11
	*developed after employment		

POSITION NUMBER  
20006358

JOB CODE TITLE  
Data Systems Administrator

apr 10/4/13 PM

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DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/ESS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006358  JOB CODE TITLE Data Systems Administrator  JOB CODE 64135  <i>APR 10/4/13 PSM</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am    TO: 5:00 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Utilizes knowledge of all aspects of IT to prepare budgets; promotes customer centric service delivery; reviews business plans & recommendations to determine acceptability of requests; provides leadership in resolving technical & administrative problems (e.g., major personnel problems & human resource issues); writes or approves proposals for equipment or contract services; develops contracts & monitors encumbrances & expenditures to ensure fiscal controls; reviews & reports on work progress as required; supervises contract employees to monitor & evaluate performance & achievement of established goals.	Knowledge of 1, 2*, 7, (19) computer system analysis & design; (20) hardware/software evaluation; (21) marketing; (22) public relations; Skill in 10 Ability to (23) collaborate with diverse groups; (24) originate meaningful & accurate documents involving complex subject matter; (25) evaluate multiple variables & determine specific course of action; (26) use proper research methods in gathering data.	
	20	Represents ISD &/or ESS in conferences with federal, state & county officials; prepares & delivers speeches & presentations before professional organizations & legislative bodies; maintains contact with other state agencies in order to obtain ongoing assessments of system & production; attends &/or facilitates staff/team meetings.	Knowledge of 2*, 22 Skill in 10 Ability to (27) prepare & deliver presentations to technical & non-technical audiences.	
			*developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6-8-13