

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505420

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Enterprise Shared Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006358

Reclassification
 New Position
 Update
 Position Hyperlinked
 Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: ESS Administrator POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006009 Deputy Director 6

Permanent Classified Overtime: Eligible Exempt Bargaining Unit
 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
50	Provides technical advice & direction to 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; acts on behalf of Service Delivery Division Administrator during absences.	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 technology; (16) manpower planning; (17) employee training; (18) manage technical staff.

*developed after employment

JOB CODE TITLE
Information Technology Consultant 3

apd 1/11/11 *PM*

JOB CODE
64163

List Position Numbers & Job Titles of Positions Directly Supervised:

- 20006346 Info Tech Consultant 3
- 20006354 GIMS Syst Admin
- 20006443 IT Manager 2
- 20073337 Admin Asst 3

SIGNATURE OF AGENCY REPRESENTATIVE

Stuart

DATE

1/11/11

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505420
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Enterprise Shared Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006358	<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 ESS Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006009 Deputy Director 6
	<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, exemptiontype:
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
40	Prepares 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.
		<u>Position Specific Minimum Qualification</u> 18 mos. exp. or 18 mos. trg. in managing large dollar (i.e., 1 million or more) projects; 18 mos. exp. or 18 mos. trg. in managing applications that impact e-government (e.g., government to government, government to business, government to citizens); 24 mos. exp. or 24 mos. trg. in utilizing spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production & distribution, user interface development) to develop & manage GIS projects, programs & applications.

JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: 20006346 InfoTech Consultant 3 20006354 GIMS Syst Admin 20006443 IT Manager 220073337 Admin Asst 3	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/11/10

JOB CODE TITLE
 Information Technology Consultant 3
 app 1/11/10 p87r