

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Enterprise Shared Services

POSITION NUMBER  
20006358 (41568.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006329 (41500.0) Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>As part of Office of Information Technology (OIT), Infrastructure Service Division (ISD), Enterprise Shared Services (ESS) Section, provides technical advice &amp; direction to Enterprise Shared Services (ESS) Administrator &amp; senior staff on any &amp; all facets of enterprise information technology (IT) &amp; information systems operations related to Geographic Information Systems (GIS), web hosting services, e-government &amp; electronic commerce: formulates &amp; implements policies &amp; procedures &amp; works with ISD Security Officer &amp; Investment &amp; Governance Division Statewide IT Policy Unit to identify potential security &amp; IT issues; manages applications that impact e-government (e.g., government to government, government to business, government to citizens); manages large dollar (i.e., 1 million or more) projects; serves as consultant to senior ESS staff on overall analysis &amp; planning for geospatial data computer information systems; researches &amp; consults with state agency upper-level management &amp; ESS staff on broad spectrum of IT subjects (e.g., technical offerings, new products &amp; tools); responsible for development &amp; maintenance of state information technology architecture as it relates to ESS &amp; for statewide security initiatives; makes recommendations to state agency upper-level management regarding IT systems; assists ESS Administrator in IT coordination in state government, acquisitions, information systems operations &amp; fiscal/budgeting processes; directs &amp; supervises assigned staff (e.g., approves leave &amp; timesheets, evaluates performance, assigns work, identifies training needs); assists in strategy &amp; oversees design, development &amp; deployment of change management, configuration management, capacity management, release management &amp; application monitoring for ESS production environment.</p>	<p>Knowledge of (1) LAN/WAN architecture &amp; principles; (2) GIS applications in GIS design &amp; implementation; (3) network operating systems &amp; protocols; (4) network monitoring &amp; capacity planning techniques; (5) information systems analysis &amp; design; (6) high-level information systems language &amp; software; (7) fiscal operations/budgeting; (8) GIS application definition &amp; user interfaces; (9) GIS/spatial data management &amp; administration; (10) advanced GIS/spatial application development &amp; programming (e.g., ArcINFO, ArcView, ArcGIS, ArcIMS, IIS 7 Servlet Connectors); (11) geocoding administration (e.g., AddressBroker system); (12) supervision.</p> <p>Skill in (13) operation of GIS &amp;/or CADD software packages (e.g., ArcView, ArcINFO, GeoFile, Geomedia); (14) use of personal computer; (15) use of spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production &amp; distribution, user interface development); (16) managing large dollar (i.e., 1 million or more) projects; (17) managing applications that impact e-government (e.g., government to government, government to business, government to citizens). Ability to (18) deal with many variables &amp; determine specific action; (19) read &amp; interpret extensive variety of technical information systems material; (20) communicate verbally &amp; in writing on technical &amp; non-technical matters.</p>

\*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006331 (41502.0) Secretary
- 20006334 (41507.0) ITC3
- 20006339 (41516.0) IT Mgr 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*      *10/10/00*

JOB CODE  
64163

JOB CODE TITLE  
Information Technology Consultant 3

*Mod 11/108 CB/KA*

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20	Utilizes spatial data concepts (e.g. spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, data access, data distribution, user interface development) to develop & manage ESS & the GISSC projects, programs and applications: evaluates GIS programs & ensures consistency with GIS standards (e.g., personnel, contract services, hardware & software); assists in coordination of statewide GIS programs & strategic direction through Ohio Geographically Referenced Information Program (OGRIP); consults with agency personnel to determine project specifications; manages data access & data distribution for State of Ohio related to all spatial data holdings.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, (21) information systems acquisition procedures; (22) project/program implementation & management; (23) state-level GIS/spatial data sets that exist; (24) agency policies & procedures* Skill in 13, 14, 15, 16, 17 Ability to 18, 19, 20
20	Represents ESS at meetings with other government or agency officials, at conferences & on technical committees;	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 14 Ability to 14, 15, 18, 19, 20
10	Researches, analyzes & resolves complex problems involving various agency initiatives & enterprise IT programs related to ESS & State of Ohio as a whole: troubleshoots & isolates problems & takes corrective actions; assists lower-level staff in troubleshooting & isolating enterprise technology related problems.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 Skill in 13, 14, 15, 16, 17 Ability to 18, 19, 20  <u>Position Specific Minimum Qualifications</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.  *developed after employment

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Information Technology Consultant 3

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DATE



Dued 1/4/08 08/00