

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/MARCS

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006359

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
MARCS Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt  
If FLSA Exempt, exemption type: ADMIN

Bargaining Unit 22  
PR 45  
Page 1 of 2

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
51	Responsible for administering all phases of the transformation projects for the Multi-Agency Radio Communication System (MARCS) including voice, mobile data computer (MDC), and Computer Aided Dispatch (CAD) systems. Directs MARCS staff in on-going development & implementation of state policies & procedures regarding MARCS. Responsible for the maintenance, customer outreach, billing, budget preparation, and operations. Routinely interacts with federal, state and local government emergency responders, legislators, and other elected officials, and state Executive Branch stakeholders. Oversees development of program policies, procedures & standards; develops long-range plans for program facilities and staffing needs; evaluates hardware and software; resolves &/or assists in resolving highly complex and technical problems; develops and establishes strategic mobile communication migration plans; reviews workflow. Reports results to State CIO; supervises management personnel.	<b>Knowledge of</b> (1) management; (2) computer & mobile radio industry; (3) labor relations; (4) workforce planning; (5) employee training & human resource development; (6) supervision principles; (7) public relations; (8) agency policies & procedures*; (9) government structure & process; (10) budgeting. <b>Skill in</b> (11) operation of microcomputers and peripheral equipment. <b>Ability to</b> (12) define problems, collect data, establish facts & draw valid conclusions; (13) interview job applicants effectively; (14) understand written & verbal instructions technical in nature; (15) interpret technical manuals & books; (16) prepare meaningful, concise & accurate reports; (17) establish friendly atmosphere as supervisor of work unit; (18) building partnerships and credibility.
24	As DAS designee, administers the functions of the Statewide Interoperability Executive Committee; provides on-going administration and direction to the eight (8) established Homeland Security Regional Interoperability Committees. Liaison with the U.S. Department of Homeland Security, Office of Emergency Communications for the ongoing development of the Ohio Statewide Communication Interoperability Plan (SCIP). Serves as the Ohio Statewide Interoperable Communications Coordinator (SWIC). Provides on-going single point of contact for the U.S. Department of Homeland Security, Office of Emergency Communications, on all matters concerning public safety wireless communication, operability and interoperability. Insures Ohio compliance with the federally mandated National Emergency Communications Plan (NECP) including goal compliance and objective attainment.	<b>Knowledge of</b> 1-9*. <b>Skill in</b> 11. <b>Ability to</b> 12, 16-18.  *Developed after employment.

JOB CODE TITLE  
Business Transformation Program Manager

JOB CODE  
63335  
APP 7-8-15 Uca2

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/25/15

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

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<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Directs &amp; manages business partners (e.g., wide-area mobile voice, data and CAD providers, computer consultants, local telephone companies, inter-exchange phone companies) who provide outsourced telecommunication services for MARCS; meets with vendors' telecommunication technical staff &amp; company officers on a regular basis to discuss &amp; negotiate technical aspects (e.g., technology to be used, staff requirements, costs, ongoing maintenance, support activities) of major projects.</td> <td> <b>Knowledge of 1-9*</b>; (19) state procurement.  <b>Skill in 11.</b>  <b>Ability to 12; 16-18.</b> </td> </tr> <tr> <td>15</td> <td>Serves as the State CIO's designee for the Single Point of Contact for the State of Ohio to liaise with the U.S. Department of Commerce's First Responder Broadband Network (FirstNet) initiative. Reports directly to the State CIO to provide updates on the development of FirstNet. Oversees outreach programs, providing ongoing education and updates to all first responders in Ohio regarding the FirstNet development. Coordinates activities with ESInet Steering Committee and Ohio 911 Administrator.</td> <td> <b>Knowledge of 1-9*.</b>  <b>Skill in 11.</b>  <b>Ability to 12; 16-18.</b> </td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	10	Directs & manages business partners (e.g., wide-area mobile voice, data and CAD providers, computer consultants, local telephone companies, inter-exchange phone companies) who provide outsourced telecommunication services for MARCS; meets with vendors' telecommunication technical staff & company officers on a regular basis to discuss & negotiate technical aspects (e.g., technology to be used, staff requirements, costs, ongoing maintenance, support activities) of major projects.	<b>Knowledge of 1-9*</b> ; (19) state procurement. <b>Skill in 11.</b> <b>Ability to 12; 16-18.</b>	15	Serves as the State CIO's designee for the Single Point of Contact for the State of Ohio to liaise with the U.S. Department of Commerce's First Responder Broadband Network (FirstNet) initiative. Reports directly to the State CIO to provide updates on the development of FirstNet. Oversees outreach programs, providing ongoing education and updates to all first responders in Ohio regarding the FirstNet development. Coordinates activities with ESInet Steering Committee and Ohio 911 Administrator.	<b>Knowledge of 1-9*.</b> <b>Skill in 11.</b> <b>Ability to 12; 16-18.</b>
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JOB CODE TITLE  
 Business Transformation Program Manager

JOB CODE  
 63335

App 7-2-15 *ve*

\*Developed after employment.