

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Unified Network - MARCS

POSITION NUMBER  
20006359

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Program Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006009 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. – 4:30 p.m.

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Administers operation of the statewide, mobile, Multi-Agency Radio Communications System (MARCS) (e.g. ODNR, ODOT, OSHP, DRC, DYS); develops program policies, procedures & standards; develops long-range plan for program facilities & staffing needs; evaluates hardware & software; resolves &/or assists in resolving most complex & technical problems; establishes & develops strategic mobile communications directions for MARCS; develops products needed by state government; reviews workflow & reports results to Deputy Director; supervises management personnel (e.g., interviews applicants, approves hiring selections; reviews selection of agency services employees, approves time reports & leave requests, conducts evaluations, administers discipline, handles other personnel problems); reviews & administers training; oversees program budget.	Knowledge of (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; Skill in (11) operation of microcomputers and peripheral equipment; Ability to (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.
15	Directs & manages suppliers (e.g., computer consultants, local telephone companies, inter-exchange phone companies) who provide outsourced telecommunication services for the State of Ohio mobile radio network used by all participating state agencies: meets 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 network projects.	Knowledge of 1, 2, 7, 8*, 9*, (18) state procurement; Skill in 11 Ability to 12, 13, 14, 15, 16.

\*developed after employment

JOB CODE TITLE  
Data Systems Administrator

*Appl 1-13-09 CB*

JOB CODE  
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

20006361 Data Systems Manager  
20006380 Telecom Network Mgr. 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*12/18/09*

# POSITION DESCRIPTION

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Advises Deputy Director on mobile radio/computer & data processing needs & functions: advises & interacts with state, local & federal agencies on mobile communications issues; represents agency & all of state government before the Public Utilities Commission of Ohio, the Federal Communications Commission, & at professional meetings & conferences.	Knowledge of 1, 2, 7, 8*, 9* Ability to 12, 13, 14, 15, 16, (19) prepare & deliver speeches before specialized audiences & public.
10	Performs other related duties: designs new, complex communications systems for users.	Knowledge of 1, 2, 8*, 9*; Skill in 11 Ability to 12, 13, 14, 15, 16.

Must submit to & pass personal background check & is overtime exempt.

\*developed after employment

JOB CODE TITLE  
Data Systems Administrator

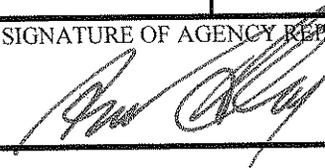
*Apd 1-12-09 CB*

JOB CODE  
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

20006361 Data Systems Manager  
20006380 Telecom Network Mgr. I

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

*12/1/09*