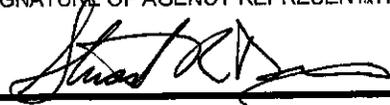


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505560
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006359	<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		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, exemption type:	Bargaining Unit 22 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 CODE TITLE Data Systems Administrator	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
JOB CODE 64135	55	Serves as Administrator for Multi Agency Radio Communications Systems (MARCS): responsible for managing & providing leadership & direction for current statewide MARCS voice, mobile data computer (MDC), & Computer Aided Dispatch (CAD) systems; & for the next generation, IP based, APCO Project-25 compliant MARCS statewide voice, MDC & CAD systems; directs MARCS staff in on-going development, maintenance, customer outreach, billing, budget preparation, & operations.; routinely interacts with Public Safety executives, legislators, & other elected officials, & high-level state Executive Branch appointees; oversees development of program policies, procedures & standards; develops long-range plans for program facilities & staffing needs; evaluates hardware & software; resolves &/or assists in resolving highly complex & technical problems; develops & establishes strategic mobile communication migration plans; reviews workflow; reports results to COO & CIO; supervises management personnel.	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; (18) building partnerships and credibility.	
	30	Administers the functions of the Statewide Interoperability Executive Committee; provides on-going administration & 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.	Knowledge of (1), (2), (4), (5), (6), (7), (8)*, (9). Skill in (11). Ability to (12), (16) (18). *Developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/11/11	

