

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION Service Delivery Division	
	UNIT OR OFFICE Unified Network - MARCS	

POSITION NUMBER 20006372 (41636.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Telecommunications Network Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006380 (41654.0) Telecommunications Network Manager 1	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:30 am- 4:30 pm			Page 1 of 1
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
JOB CODE TITLE Telecommunications Network Supervisor	40	Supervises unit of Telecommunications Network Operators involved in maintaining a statewide wireless voice & data network which operates 24 hours/day, 7 days/week, & serves multiple state agencies, boards & commissions (e.g., Ohio Dept. of Natural Resources; Ohio Dept. of Rehabilitation & Corrections; Ohio Department of Public Safety): assists staff in identifying & resolving network problems for various state agencies, boards & commissions; establishes goals & priorities; assigns & reviews work; schedules & trains subordinates; recommends changes in policies & procedures; may act as sole supervisor of communications area in absence of the manager.	Knowledge of (1) supervision of technical staff; (2) wireless voice & data technology; (3) maintenance procedures for telecommunications systems; (4) electronics; (5) telecommunications network systems; (6) telecommunications testing procedures; (7) employee training & development; Skill in (8) operation of electronic testing equipment; (9) personal computer & associated hardware/software; Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) comprehend variety of technical materials & manuals; (12) communicate regarding technical & non-technical matters; (13) move hands/fingers easily to operate computer terminal & test equipment.	
	30	Develops & implements policies & procedures related to maintaining network hardware & software components: analyzes data from various reports on network failures, mean time to repair & vendor response time in order to facilitate efficient resolution of network troubles.	Knowledge of 2, 3, 4, 5, 6 Skill in 9 Ability to 10, 11, 12	
	20	Participates in development, implementation & administration of telecommunications projects involving state agencies, boards & commissions.	Knowledge of 2, 3, 4, 5, 6 Skill in 9 Ability to 10, 11, 12	
	10	Provides technical assistance to staff, vendors & other state agencies, boards & commissions: oversees input of information into data systems to track trouble reports, generate usage reports & maintain records of units & systems; keeps abreast of new network technology & reviews industry news flashes, periodicals & publications.	Knowledge of 2, 3, 4, 5, 6 Skill in 9 Ability to 10, 11, 12	
	Must submit to personal background check & is overtime exempt.			
JOB CODE 52485	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	20006373 (41638.0) TNO2 20006374 (41640.0) TNO2 20006375 (41642.0) TNO2	20006376 (41644.0) TNO2 20006377 (41646.0) TNO2 20006378 (41650.0) TNO2		
			DATE 3/14/07	

copy 4-3-07 CB