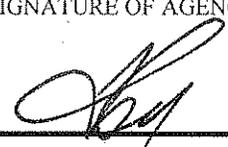


<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Office of Information Technology
		UNIT OR OFFICE ISD/Unified Network: Network Operations

POSITION NUMBER 20006384	<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 Network Services Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006010 Data Systems Administrator
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Serves as Administrator for Network Services responsible for managing state's network operations: designs, implements & administers, telecommunications & telephone facilities for all state agencies; advises legal counsel in contract negotiations; directs network operations; develops policies, procedures & standards; develops long-range plan; prepares necessary budgetary documentation; drafts/reviews departmental policies & procedures that support management & direction of network services; supervises technical managers, administrative & engineering support staff; determines section staffing needs; directs recruitment process & recommends candidates for hire; reviews & completes evaluations of personnel; administers training & staff development functions; resolves major personnel problems; develops & monitors budget for sections.	Knowledge of (1) management; (2) public relations; (3) government structure & process*; (4) agency policies & procedures*; (5) budgeting; (6) computer hardware, mainframe, personal computers, networks and software of all manufacture and technology; Skill in (7) operation of personal computer & associated hardware/software; Ability to (8) evaluate multiple variables and determine specific course of action; (9) communicate complex technical & non-technical matters verbally & in writing; (10) prepare & deliver speeches before specialized audiences & general public; (11) prepare meaningful & accurate reports; (12) resolve complaints from angry citizens & government officials.
35	Administers design, acquisition, installation, maintenance, & development of voice, data, video, & converged network services for state government, public libraries & local government agencies that participate in state's voice & data backbone & cooperative purchasing program: ensures that efficient statewide network services are developed, implemented, & maintained based upon customer needs, technological enhancements, & budgetary constraints; establishes & develops network services products needed by state government; meets with customer & vendor community on regular basis; directs & manages vendor/supplier services to meet customer demand.	Knowledge of 1, 2, 3*, 4*, 5, (13) computer science; (14) computer communications technology; (15) telecommunications; (16) project management Skill in 7 Ability to 8, 9, 10, 11, 12, (17) manage senior staff.

JOB CODE 64135	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	20006385 Admin Assist 3 20006436 Ntwrk Admin Mgr 20006391 Telecom Ntwrk Mgr 2 20006414 Data Systems Assist Admin		

April 10 - 2008-08 CB

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: Network Operations

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Network Operations Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006010 Data Systems Administrator

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Assists Unified Network Services Administrator in superintending services contracted &/or provisioned by state agencies, boards, & commissions: maintains service level agreements with vendors & customers; develops & reviews reports to measure & evaluate customer satisfaction; ensures all users/customers are provided professional, courteous, & timely support & service; reviews work flow & reports results to Unified Network Administrator.	Knowledge of 1, 5, 13, 14, 15, (18) labor relations; (19) workforce planning; (20) employee training & development Skill in 7 Ability to 8, 9, 17.
10	Acts in absence of Unified Network Services Administrator for telecommunication related issues: attends meeting with various customers & internal staff; represent management at conferences with federal, state, & local agencies; represents agency & all state government before Public Utilities Commission, National Association of State Telecommunications Directors & at professional meetings & conferences. Must submit to & pass personal background check & is overtime exempt	Knowledge of 2, 3*, 13, 14, 15 Skill in 7 Ability to 9, 10. *developed after employment

POSITION NUMBER
20006384

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006385 Admin Assist 3
- 20006436 Ntwrk Admin Mgr
- 20006391 Telecom Ntwrk Mgr 2
- 20006414 Data Systems Assist Admin

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

10/2/08

Apd 10-22-08 CB