

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505340
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Network	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006384	<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 20006010 Data Systems Administrator
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.

POSITION NUMBER
20006384

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

apd 9/16/10 p8n

List Position Numbers & Job Titles of Positions Directly Supervised:	
20006385 Admin Asst 3	20006424 BPA 2
20006390 Ntwrk Svc Tech 5	20006431 Ntwrk Svc Tech 2
20006414 Data Systems Assist Admin	20006437 BPA 3
20006416 Ntwrk Admin Mgr	20075361 INF 4

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	9/16/10

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	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006010 Data Systems Administrator	
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	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am TO: 4:00 pm			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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.	Knowledge of 2, 3*, 13, 14, 15 Ability to 9, 10.
Must submit to & pass personal background check & is overtime exempt		*developed after employment

JOB CODE TITLE
 64135 Data Systems Administrator
 apd 9/16/10 *PRM*

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