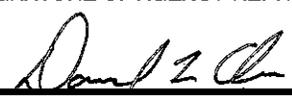


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505380
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Unified Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006387 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163	<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 Network Contract Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006414 Data Systems Assistant Administrator		
	<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 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	70	Serves as a consultant to Unified Network Services (UNS)/ Network Administration Assistant Administrator on development of network contracts: formulates & implements policies & procedures related to contracts & contract negotiations; researches Ohio Revised Code, administrative rules, departmental directives & operating guidelines; organizes & leads discussions agency customers on network services contracts; supports & facilitates network service projects & other service improvement processes; participates in & brings information about ISD resources to planning efforts initiated by other agencies & customer groups; performs ongoing customer relations assignments as they relate to current/future network contracts with clients, associations &/or user groups; interfaces with agencies & the federal government.		Knowledge of: (1) project management; (2) customer relations management; (3) human relations; (4) agency policies & procedures*; (5) government structure & process* (6) telecommunications industry; (7) principles of telecommunications network services product development; (8) telephony & electronic messaging; (9) telecommunications network services project/program management; (10) public policy management; Skill in (11) operation of personal computer & associated software; Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) deal with many variables & determine specific action; (14) understand manuals & verbal instructions, technical in nature; (15) prepare meaningful, concise & accurate reports; (16) communicate verbally & in writing on technical & non-technical subjects.	
	20	Drafts & delivers network contracts proposals, plans & communications for division & for customers: develops & makes presentations to customers/groups of customers on ISD contracts & services; assists in determining needs & expectations of customers; obtains direct customer feedback; meets with network service providers & negotiates network contracts & services.		Knowledge 1, 2, 3, 4, 5*, 6, 7, 8, 9, 10, 11, (17) supervision principles; (18) employee training & development Skill in 12 Ability to 13, 14, 15, 16, 17	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20006438 ITC 3			SIGNATURE OF AGENCY REPRESENTATIVE 	
				DATE 2-17-11	

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505380
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/ Unified Network Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006387	<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 Network Contract Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006414 Data Systems Assistant Administrator	
	<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 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	10	Performs other related duties as assigned: participates with other network services staff in researching, analyzing & evaluating hardware, software or network products/options for ISD management, updates skills by attending meetings, conferences, training sessions & workshops on relevant project management, information technology & network technologies.	Knowledge of 1, 2, 3, 4, 5*, 6, 7, 8, 9, 10, 11, 17, 18 Skill in 12 Ability to 13, 14, 15, 16, 17 <u>Position Specific Minimum Qualifications</u> 36 mos. exp. or 36 mos. trg. in telecommunication network services & product development; 36 mos. exp or 36 mos. trg in telecommunication network services project/program management.	
JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: 20006438 ITC 3		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 2-17-11	

JOB CODE TITLE
Information Technology Consultant 3

 app 2/11/11 PSM