

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 Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Project Management Manager

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
30	<p>Serves as consultant to Unified Network Services (UNS) Administrator on development of telecommunication network services: formulates & implements policy relevant to use of network services by state agencies, K-12 schools, universities, & local government related to services provided by Infrastructure Services Division (ISD) unit; organizes planning groups composed of administrators & technical planning staff of statewide service organizations & customer groups; researches Ohio Revised Code, administrative rules, departmental directives & operating guidelines; organizes & leads discussions with other local & state leaders regarding telecommunication network services; drafts proposals to facilitate & promote network services; prepares analyses, policy recommendations & briefings for Office of Information Technology (OIT) & other state government administrative, legislative & judicial leaders on use/effectiveness of ISD services; 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; develops & promotes telecommunication network services & unique products across all information technology (IT) service programs/offices (e.g., network, technical, business, administrative); performs ongoing development/customer relations assignments made by division or agency management; represents division & OIT with clients, associations &/or user groups; interfaces with agencies of judicial & legislative branches of state government & federal government; interfaces with multi-state agencies & groups on telecommunication network services projects.</p>	<p>Knowledge (1) budget development & monitoring (e.g., project budgets, capital requests, state, local & federal funding); (2) project management; (3) customer relations management (e.g., interfacing with interagency, executive, legislative & judicial branches, & multi-jurisdictional units such as local/state/federal levels, school districts & regional authorities); (4) human relations; (5) agency policies & procedures*; (6) government structure & process* (e.g., state agencies, executive, legislative & judicial branches, local, state & federal levels, school districts & regional authorities); (7) telecommunications industry; (8) principles of telecommunications network services product development; (9) telephony & electronic messaging; (10) telecommunications network services project/program management; (11) public policy management; Skill in (12) operation of personal computer & associated software; Ability to (13) define problems, collect data, establish facts & draw valid conclusions; (14) deal with many variables & determine specific action; (15) understand manuals & verbal instructions, technical in nature; (16) prepare meaningful, concise & accurate reports; (17) communicate verbally & in writing on technical & non-technical subjects.</p> <p>*developed after employment</p>

POSITION NUMBER
20006387

JOB CODE TITLE
Information Technology Consultant 3

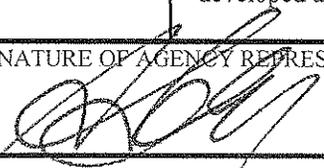
JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

20006438 IT Consultant 3

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/2/05

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

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Office of Information Technology

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State Agency County Agency New Position Change

County of Employment
Franklin

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20006010 Data Systems Administrator

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

Page 2 of 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Manages assigned large-scale telecommunication network services projects/programs relating to telecommunication network services products for major customer groups (e.g., state agencies, boards, commissions, K-12 schools, higher education, Ohio educational telecommunications & public library network) & ISD's network hardware & software procurement section: provides integration management (e.g., plan development, execution, change control); scope management (e.g., initiation, planning, definition, verification & change control); time management (e.g., activity definition, sequencing, duration estimating, schedule development & schedule control); cost management (resource planning, estimating, budgeting & control); quality management (e.g., planning, assurance & control); human resource management [e.g., organizational planning, staff acquisition & supervision (e.g., prepares employee performance evaluations & approves leave)], team development); communication management (e.g., planning, information distribution, performance reporting, administrative closure); risk management (e.g., identification, qualification, response development & response control); & procurement management (e.g., planning, solicitation planning, solicitation, source selection, contract management & contract close-out).</p>	<p>Knowledge 1, 2, 3, 4, 5*, 6, 7, 8, 9, 10, 11, (18) supervision principles; (19) employee training & development Skill in 12 Ability to 13, 14, 15, 16, 17</p>
35	<p>Drafts & delivers project-related proposals, plans & communications for division & agency management for customers, staff & middle/upper-level management: develops & makes presentations to customers/groups of customers on ISD projects, products & services; assists in determining needs & expectations of customers; identifies products/services that meet critical OIT markets; maintains communications with customers & staff to market product or service developed in each project or sub-project; obtains direct customer feedback (e.g., IT managers, network administrators & middle/high-level managers at local government & state agency levels).</p>	<p>Knowledge 1, 2, 3, 4, 5*, 6, 7, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17</p>
5	<p>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.</p>	<p>Knowledge 1, 2, 3, 4, 5*, 6, 7, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

20006438 IT Consultant 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

11/2/08

Apd 10-22-08 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 Services

POSITION NUMBER 20006387	<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 Project Management Manager	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.			

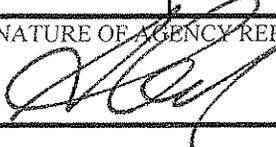
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
		<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; 24 mos. exp. or 24 mos. trg. in interfacing with interagency, executive, legislative, & judicial branches & multi-jurisdictional units (e.g., local/state/federal levels, school districts, & regional authorities).

Must submit to & pass personal background check & is overtime exempt.

JOB CODE TITLE
 Information Technology Consultant 3
 JOB CODE
 64163

Apd 10-22-08 CB

List Position Numbers and Class Titles of Positions Directly Supervised: 20006438 IT Consultant 3	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/2/08
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