

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Enterprise Computing

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Enterprise Computing Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006009 (41000.0) Deputy Director 6

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 | Under administrative direction, administers & superintends Infrastructure Services Division, Enterprise Computing sections: Mainframe Systems Services (i.e., computing services on a Z/OS platform); Unix Systems Services (i.e., computing services on various open platforms such as AIX, Sun, HP & Linux); & Database Administration Services (i.e., design through maintenance services for DB2, Oracle & SQL Server platforms); approves program area goals & objectives & associated performance measures by which to measure compliance; establishes & ensures compliance with previously established policies, procedures & standards; ensures establishment & management of proper architecture, program & organizational structure; approves area staffing requirements (e.g., numbers of staff, classifications & training); publishes Service Level Agreement (SLA) performance indicators; assists in setting workload priorities; establishes specific goals for each subordinate; evaluates employee performance & establishes measures by which performance can be measured; develops training curriculum for individual employees facilitating staff development & education in developing technologies. | Knowledge of (1) computer science; (2) business or public administration; (3) data processing concepts; (4) database concepts; (5) supervisory principles/techniques; (6) management principles; (7) office practices & procedures; (8) government structure & process*; (9) manpower planning; (10) employee training & development; (11) public relations; Skill in (12) operation of personal computer & associated hardware/software; Ability to (13) deal with many variables & determine specific action; (14) communicate verbally & in writing on complex technical & non-technical matters; (15) assess situations & determine specific course of action; (16) establish friendly atmosphere as supervisor of section; (17) develop & interpret technical & administrative policies & procedures; (18) interview & select job applicants & handle major personnel issues; (19) handle sensitive inquiries from & contacts with officials & general public. |
| 40 | Superintends administrative functions for the program areas: oversees & approves budget preparation for each section, authorizes direct & indirect costs, usage & projected growth; approves service rate models including development of individual service rates; reviews reports on an ongoing basis to determine accuracy of projections & make adjustments accordingly; ensures effective fiscal controls for program; approves policies, procedures & standards related to personnel, business practices & systems issues; directs planning & development of programs, policies  | Knowledge of 1, 2, 3, 5, 6, 7, 8*, 9, 11, (19) budgeting<br>Skill in 12<br>Ability to 13, 14, 15, 16, 17, 18.<br><br>*developed after employment  |

POSITION NUMBER  
20006442 (41800.0)

JOB CODE TITLE  
Data Systems Administrator

*Apd 4-8-08 CB*

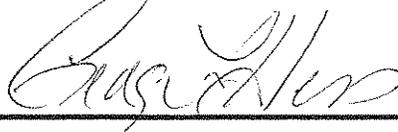
JOB CODE  
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006443 (41801.0) IT Mgr 2      20006453 (41820.0) DA3
- 20006447 (41806.0) AA3      20006474 (41870.0) IT Mgr 2
- 20006449 (41808.0) AA2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*8/28/08*

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|---|-----------------------------------|------------------------------------|

|  |   |  |
|--|---|--|
|  | <p>&amp; systems issues; directs planning &amp; development of programs, policies &amp; procedures for implementation across all sections; promotes a customer centric service delivery; administers &amp; superintends strategic planning process for the program; ensures timely implementation of applicable sections of strategic plan; reviews strategic plans of other agencies in determining direction of development efforts; develops, approves &amp; administers statewide data processing policies relative to computing platforms &amp; related services; approves business plans for hardware &amp; software acquisitions; reviews business plans &amp; makes recommendations to determine acceptability of requests; approves service business plans for new or modified services; provides leadership in resolving both data processing &amp; administrative issues; ;handles major personnel problems referred by subordinates; writes or approves proposals for equipment or contract services as submitted by subordinate managers; monitors contract employees to ensure contract compliance; develops contracts &amp; monitors encumbrances &amp; expenditures to ensure effective fiscal control; reviews &amp; reports on work progress as required.</p> |  |
|--|---|--|

|    |   |   |
|----|---|---|
| 20 | <p>Performs other related duties as needed: acts on behalf of ISD Deputy Director in his absence: attends meetings with various customers &amp; internal staff; represents management in conferences with federal, state &amp; county officials; attends &amp;/or facilitates staff/team meetings; prepares &amp;/or delivers speeches &amp; presentations before professional organizations &amp; legislative bodies; maintains contact with other state agencies in order to obtain ongoing assessments of systems &amp; production operations.</p> | <p>Knowledge of 1, 2, 3, 8*, 11.<br/>Skill in 12<br/>Ability to 13, 14, 15, 16, 18.</p> |
|----|---|---|

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

\*developed after employment

POSITION NUMBER  
20006442 (41800.0)

JOB CODE TITLE  
Data Systems Administrator

April 4-8-08 CB

JOB CODE  
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

- |                             |                             |
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| 20006447 (41806.0) AA3      | 20006474 (41870.0) IT Mgr 2 |
| 20006449 (41808.0) AA2      |                             |

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3-28-08