

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501210

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Digital Government & IT Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006460

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified PR 17
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Under direction of State of Ohio, Chief Information Officer (CIO), serves as Digital Ohio Administrator providing leadership, strategy, vision, & oversight for all activities related to information technology (IT) & stewarding continuous technological advancement across the State of Ohio: working within Ohio Department of Administrative Services (DAS), supervises Ohio Business Gateway (OBG) Program Director & administers Ohio Portal & Broadband Programs; analyzes current program structures & develops short & long-range goals & priorities for development & implementation; works with IT staff to ensure technical success of assigned operations; develops & implements statewide standards & strategies relating to program operations; researches & identifies technical & business process requirements relating to program areas; works with other DAS divisional deputy directors to provide quality information technology in order to ensure successful department & state initiatives; administers personal service contracts & monitors work of contractors.; supervises support staff & IT staff (e.g., provides work direction, approves/disapproves leave, evaluates performance, administers discipline).	Knowledge of (1) computer science; (2) telecommunications, including wireless communications; (3) hardware/software evaluation; (4) project management; (5) public relations; (6) marketing; (7) government structure & process (e.g., laws governing state procurement & conduct of electronic commerce)*; (8) management/supervisory principles & techniques; (9) project management methodologies; (10) employee training & development; (11) agency/division policies & procedures*; (12) systems analysis & design; (13) customer relations management. Skill in (14) operation of personal computer & associated hardware/software. Ability to (15) manage technical staff; (16) initiate meaningful & accurate documents involving complex subject matter; (17) evaluate multiple variables & determine specific courses of action; (18) use proper research methods in gathering data; (19) foster environment of morale & cooperation as section head.

JOB CODE TITLE
Information Technology Manager 2

JOB CODE
64133
APD 7-19-13 47

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/11/13

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501210
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Digital Government & IT Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006460 JOB CODE TITLE Information Technology Manager 2 JOB CODE 64133 Apr 7-19-13 <i>WZ</i>	<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 SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Oversees human resource initiatives (e.g., staffing requirements, hiring, staff performance evaluations & performance goals) & staff development within program areas: initiates development of necessary policies & procedures for areas managed; responsible for financial management of program areas (e.g., budget preparation & oversight). Represents agency at local & national conferences, committees & meetings: makes presentations to diverse technical & non-technical audiences regarding Digital Ohio; stays current on industry trends & advancements	Knowledge of 4, 7*, 8 Skill in 14. Ability to 15, 16, 17, 18, & 19.	
	5	Oversees the operation of the DAS Information Technology Services (ITS) Infrastructure units that includes the Local Area Network (LAN) and Desktop Services (DTS).	Knowledge of 1 Skill in 14. Ability to 15, 16, 17, 18, & 19.	
	Position is unclassified per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/11/13