

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS505280

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/Server

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  
 Intermittent       Essential      If FLSA Exempt, exemption type:      Page 1 of 2

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Manages the Server VMware section composed of information technology (IT) staff whose primary duties involve developing & evaluating statewide strategic information technology plans (e.g., IT optimization) & preparing statewide information technology reports &/or involved in developing statewide information technology policies related to procurement & use of information technology in state government (i.e., researches subject matter, analyzes findings, & formulates & distributes policy statements) & in responding to statewide queries & surveys.	Knowledge of (1) computer science; (2) employee training & development; (3) supervisory techniques; (4) vendor management; (5) server technologies; (6) server platforms & hardware (e.g., VMware vSphere, VMware vCenter Operations Manager, VMware vCloud Director, VMware Site Recovery Manager, VMware VDI, Microsoft Hyper-V, Network Concepts, Storage Area Network Concepts, Hypervisor Backup Concepts, HP Servers/Blade Systems, Dell Servers/Blade Systems, Cisco UCS Servers, IBM Servers/Blade Systems, Server Platforms) ; (7) systems analysis & design; (8) organizational change management; (9) fiscal operations/budgeting; (10) customer relations management; (11) meeting management techniques. Skill in (12) use of use of personal computer & associated hardware/software Ability to (13) deal with many variables & determine specific action; (14) read & interpret extensive variety of technical information systems material; (15) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (16) interpret complex technical documents & position papers; (17) write status reports & policy documents; (18) effectively resolve service level issues with other agencies.

JOB CODE TITLE  
Information Technology Manager 1

JOB CODE  
64132  
Apr 17/21/13 *[Signature]*

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature]*

DATE

2-2-13

# POSITION DESCRIPTION

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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  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:

Page 2 of 2

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Confers &amp; meets with users, vendors &amp;/or other section managers in order to exchange information, resolve difficult or technical problems &amp;/or to coordinate operations; attends management-level meetings &amp; provides expert advice to higher level management personnel; attends training classes &amp;/or seminars; assign work &amp; prioritize assignments related to projects undertaken by section; establishes specific goals for each subordinate, evaluates employee performance &amp; establishes measures by which performance can be measured; provides training for staff concerning both technical &amp; personnel issues; develops training curriculum for individual employees facilitating staff development &amp; education in developing technologies; promotes a customer centric service delivery; supports existing customers utilizing multiple hardware and system platforms (e.g., VMware vSphere, VMware vCenter Operations Manager, VMware vCloud Director, VMware Site Recovery Manager, VMware VDI, Microsoft Hyper-V, Network Concepts, Storage Area Network Concepts, Hypervisor Backup Concepts, HP Servers/Blade Systems, Dell Servers/Blade Systems, Cisco UCS Servers, IBM Servers/Blade Systems, Server Platforms).</p> <p>This position must submit to &amp; pass a personal background check.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 8, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17, 18</p>

JOB CODE TITLE  
Information Technology Manager I

*apd 12/2/13 psm*

JOB CODE  
64132

List Position Numbers & Job Titles of Positions Directly Supervised:  
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



*12-27-13*