POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	ISD	Franklin

POSITION NUMBER 20006461

☐ 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

If FLSA Exempt, exemption type:

Bargaining Unit 22

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 E-mail & Identity Management sections 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) E-Mail technologies (e.g., Microsoft Exchange); (6) Identity Management technologies (e.g., Active Directory); (7) x86 and virtual platforms & hardware (e.g., VMware, Microsoft Hyper-V, HP Servers) ; (8) systems analysis & design; (9) organizational change management; (10) fiscal operations/budgeting; (11) customer relations management; (12) meeting management techniques. Skill in (13) use of use of personal computer & associated hardware/software Ability to (14) deal with many variables & determine specific action; (15) read & interpret extensive variety of technical information systems material; (16) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (17) interpret complex technical documents & position papers; (18) write status reports & policy documents; (19) effectively resolve service level issues with other agencies.

JOB CODE TITLE
Information Technology Manager 1

JOB CODE
64132

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE: Spencer Wood / per

DATE: 10/6/14

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006461

☐ 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 If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2

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

JOB CODE TITLE: Information Technology Manager 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Confers & meets with users, vendors &/or other section managers in order to exchange information, resolve difficult or technical problems &/or to coordinate operations; attends management-level meetings & provides expert advice to higher level management personnel; attends training classes &/or seminars; assign work & prioritize assignments related to projects undertaken by section; establishes specific goals for each subordinate, evaluates employee performance & establishes measures by which performance can be measured; provides training for staff concerning both technical & personnel issues; performs administrative functions (i.e., approval of requests for leave, payable time approval, completes performance evaluations, issues discipline); develops training curriculum for individual employees facilitating staff development & education in developing technologies; promotes a customer centric service delivery; supports existing customers utilizing multiple hardware and system platforms. This position must submit to & pass a personal background check.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19

JOB CODE 64132

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Spencer Woodson	10/6/14