

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

POSITION NUMBER 20006461 JOB CODE TITLE Information Technology Manager 1 JOB CODE 64132 APD-8-13-15 LMS	<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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 16 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 and SharePoint 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) SharePoint; (8) x86 and virtual platforms & hardware (e.g., VMware, Microsoft Hyper-V, HP Servers); (9) systems analysis & design; (10) organizational change management; (11) fiscal operations/budgeting; (12) customer relations management; (13) meeting management techniques. Skill in (14) use of use of personal computer & associated hardware/software. Ability to (15) deal with many variables & determine specific action; (16) read & interpret extensive variety of technical information systems material; (17) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (18) interpret complex technical documents & position papers; (19) write status reports & policy documents; (20) effectively resolve service level issues with other agencies; (21) to get along with others.		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/20/15	

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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 & 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.</p> <p>This position must submit to & pass a personal background check.</p>	<p>Knowledge of 1-13 Skill in 14 Ability to 15-21.</p>

JOB CODE 64132	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/29/15
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