

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Server

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
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	<p>Manages the Server Windows/AIX/UNIX/Linux 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.</p>	<p>Knowledge of (1) computer science; (2) employee training & development; (3) supervisory techniques; (4) vendor management; (5) server technologies; (6) server platforms & hardware (e.g., HP Servers/Blade Systems, Dell Servers/Blade Systems, Cisco UCS Servers, IBM Servers/Blade Systems, Microsoft Server Platform, AIX Server Platform, UNIX Server Platform, Linux Server Platform, Network Concepts, Storage Area Network Concepts, Hypervisor Concepts); (7) systems analysis & design; (8) organizational change management; (9) fiscal operations/budgeting; (10) customer relations management; (11) meeting management techniques.</p> <p>Skill in (12) use of use of personal computer & associated hardware/software</p> <p>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.</p>

JOB CODE TITLE
Information Technology Manager I

APD 3/3/16 VES

JOB CODE
64132

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

3/2/16

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

POSITION NUMBER 20006461 JOB CODE TITLE Information Technology Manager 1 JOB CODE 64132 <i>APD 3/3/16</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 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:	Bargaining Unit 22 PR 16 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	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 (e.g., HP Servers/Blade Systems, Dell Servers/Blade Systems, Cisco UCS Servers, IBM Servers/Blade Systems, Microsoft Server Platform, AIX Server Platform, UNIX Server Platform, Linux Server Platform, Network Concepts, Storage Area Network Concepts, Hypervisor Concepts).	Knowledge of 1-11 Skill in 12 Ability to 13-18		
This position must submit to & pass a personal background check.				
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark Davis</i>	DATE 3/2/16	