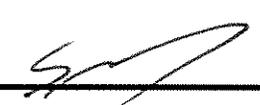


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505280
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/Server	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006509 JOB CODE TITLE Information Technology Manager 1 JOB CODE 64132 <i>apd 12/13/13</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 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 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.	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. 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.		
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12-2-13	

