

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Business Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Division Business Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006020 Business Operations Mgr 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Plans & manages a combination of fiscal & related operations for Office of Information Technology (OIT) Investment & Governance Division (IGD) (e.g., purchasing, fixed assets, budget preparation & monitoring, contract administration): formulates & implements policies & procedures to ensure division operations adhere to appropriate statutes (e.g., business services, cost accounting, financial accountability & computer systems that provide & track division activities); manages projects; authorizes maintenance expenditures; coordinates human resources functions & voice/data communication; coordinates conferences, seminars & teleconferences for divisions &/or agency which may include private sector representation, advocacy groups, other federal, state & local agencies; oversees complex billing system for all revenue-generating services across the division; supervises staff responsible for administration of statewide technical Research & Advisory (R&A) services (e.g., planning, managing, monitoring R&A, contractor activity), preparing human resources documents, advising management on human resources issues & monitoring/processing fiscal documents/activities; participates in labor relations proceedings.	Knowledge of (1) supervisory principles & techniques; (2) employee training & development; (3) business administration & accounting; (4) applicable state & federal laws, rules, procedures & standards governing fiscal & budgetary operations*; (5) labor relations. Skill in (6) use of calculator; (7) use of mainframe applications; (8) operation of personal computer & associated hardware/software (e.g., MS Office, CAS*). Ability to (9) deal with large number of fiscal & budgetary variables & determine specific course of action; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive inquiries from & contacts with officials/representatives of same &/or different political jurisdictions.
15	Prepares, maintains & oversees preparation & maintenance of reports, records, studies & correspondence related to fiscal &/or budgetary activities & operations (i.e., SWCAP, CAAP, IACP): identifies & analyzes potential budget problems & recommends solutions which may lead to reorganization & downsizing; participates in confidential discussions with senior staff; manages special projects (e.g., reorganization scenario modeling, change management, process reengineering).	Knowledge of 3, 4, (12) financial forecasting; (13) cost accounting; (14) budget development & oversight. Skill in 6, 7,8 Ability to 9, 10, (15) prepare concise, accurate & meaningful reports.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

20006594 MAS2	20073105 College Intern
20006596 Fiscal Spec 1	20006597 MASI

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

12/14/07

POSITION CONTROL NUMBER
20006593 (60100.0)

CLASS TITLE
Fiscal Officer 3

CLASS NUMBER
66537

4/21/08 CAS

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Plans & manages a combination of fiscal & related operations for Office of Information Technology, Statewide Chief Information Officer (CIO) (e.g., purchasing, budgeting, contract administration): formulates & implements policies & procedures to ensure office operations adhere to appropriate statutes; performs analysis & prepares recommendations on projects with statewide impact.	Knowledge of 3, 4, 5, 12 Skill in 6, 7, 8 Ability to 9, 10, 11, 13, 14, 15
10	Performs other related duties as required: acts as liaison with funding & monitoring sources, customer agencies, vendors & program managers on subjects of federal, state or local policies, rules & regulations regarding assigned functions (e.g., SWCAP, state purchasing, operating & capital fund requirements); responds to public inquiries as needed; attends or conducts meetings; participates as committee member; represents IGD in meetings & at conferences. Position is overtime exempt.	Knowledge of 3, 4, 5 Skill in 6, 7, 8 Ability to 9, 10, 11, 13, 14, 15 *developed after employment

POSITION CONTROL NUMBER
20006593 (60100.0)

CLASS TITLE
Fiscal Officer 3

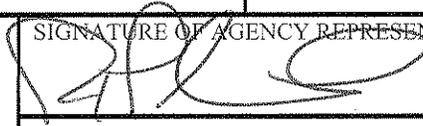
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66537-4-08CUB

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