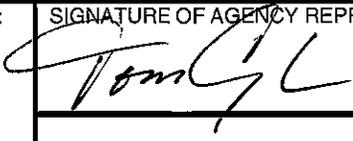


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE IT Strategic Investment Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006612	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION IT Investment Resourcing Supervisor		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 type="checkbox"/> Classified <input checked="" 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 17 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.     TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Manages the Information Technology (IT) Strategy and Investment Management Unit in the Office of Information Technology (OIT); oversees delivery of the strategy, planning, awareness, and resources to document and advance the statewide IT strategic investment planning direction; directs the operation of the enterprise IT strategy investment management; provides leadership and direction to staff and cross-functional work teams to provide quality and effective strategy for statewide IT investment planning; determine the strategic IT planning direction to support OIT management team and OIT business units, state agency business and technology leaders; promotes cross-organizational teamwork for IT investment planning strategy within OIT; establishes and maintains strong relationships with state agency customers to support IT investment planning direction; implement methods for continuous improvement; implement a data analysis framework that promotes understanding of agencies' programs and business needs in planning, implementing and assess statewide technology initiatives; explores industry and technology trends, emerging technologies and solutions to assess applicability and viability; seeks ways to align and reduce duplicative IT efforts across state agencies; directs the analyzing, designing, reviewing, evaluating of agencies' IT investment plans for data processing hardware, software, communication systems & services, assigns projects & tasks to analysts to best utilize available resources or identify enterprise opportunities; utilizes technical writing experience & project lifecycle knowledge to review & approve IT investment planning documents developed by staff; directs, coordinates & monitors unit activities; evaluates work performance to ensure efficiency & compliance with department & computing industry standards; provides on-the-job training & plans formal training of staff.	<b>Knowledge of</b> (1) large & complex multi-platform computer hardware, software & communication systems;(3) project management/project lifecycles; (4) budget preparation & fiscal control; (5) supervision principles; (6) agency policies & procedures*; (7) government structure & process*; <b>Skill in</b> (8) technical writing; (9) operations of personal computer & associated hardware/software; <b>Ability to</b> (10) communicate technical & non-technical information verbally & in writing; (11) develop complex reports & position papers; (12) define problems, collect data, establish facts & draw valid conclusions; journals & manuals; (13) analyze agency business needs & propose alternative solutions; (14) determine appropriate sourcing methods (15) interpret & apply strategic plans to agency business needs; (16) establish & sustain beneficial business relationships; (17) handle sensitive inquiries from & contacts with officials & general public; (18) resolve complaints from angry citizens & government officials. *developed after employment		
JOB CODE TITLE Information Technology Manager 2  JOB CODE APD 9-23-16 VAS 64133	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	
		DATE 8/22/16 8/15/16		

