

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Office of Statewide IT Policy

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
IT Policy Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006629 Deputy Director 4

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	<p>Administers & superintends statewide information technology (IT) policy & strategy development, distribution & communication: administers Office of Statewide IT Policy (i.e., State of Ohio Statewide IT Policy, State Enterprise Architecture, Enterprise IT Security Strategy, IT Legal & Legislative Affairs); drawing upon extensive knowledge & experience in project management, in IT systems analysis, design, & in application, database or infrastructure development, administers development, communication & maintenance of state IT policy, standards, strategies & guidelines; manages staff who research & provide recommendations concerning state strategy on IT governance & management issues, state & federal technology-related legislation/regulations, & legal review & advice concerning IT issues; conducts technical research & provides guidance in form of executive-level recommendations, oral briefings & executive-level reports to state chief information officer & other senior state technology officials regarding strategic IT governance & management issues, IT state & federal legislative & regulatory issues & IT legal issues; drawing upon extensive knowledge & experience in facilitating structured workgroups & leading collaborative development work teams, oversees enterprise architecture & state IT policy development activities; works with Auditor of State & other agencies to develop & manage methods to determine statewide IT policy compliance & manages staff who research & provide information about state usage of information technology; organizes responses to state-level IT information requests from governor, legislature, federal government, media, national IT organizations & others.</p>	<p>Knowledge of (1) IT management & governance for large-scale enterprises (e.g., technical research, strategy development or technical policy development); (2) analysis, design &/or development of IT hardware/software applications, platforms, infrastructures, standards, best practices, policies & strategies; (3) project management; (4) management; (5) budgeting; (6) government structures, administrative processes, IT policies & IT strategies; (7) government legislative & rule-making processes; (8) legislative & legal IT issues; (9) business & technical writing standards; (10) technical research practices & resources; (11) public speaking practices & techniques; (12) customer & public relations practices & techniques; (13) structured meeting facilitation. Skill in (14) operation of personal computers & peripherals; (15) use of office suite software; (16) conducting research. Ability to manage senior staff; (18) evaluate multiple variables & determine specific courses of action; (19) effectively communicate verbally & in writing technical & governance information to broad audiences; (20) use statistical analysis; (21) devise effective IT governance policy, standards & strategies for large-scale, federated enterprises; (22) foster environment of morale & cooperation as section head;</p>

POSITION NUMBER
20006618

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers and Class Titles of positions directly supervised:
20006619 ITC 3 20006626 IT Mgr 2
20006622 IT Mgr 2 20006627 ExecSecy1

SIGNATURE OF AGENCY REPRESENTATIVE


DATE
9/26/07

App'd 9-26-07 CBS

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
IT Governance Division

UNIT OR OFFICE
Office of Statewide IT Policy

POSITION NUMBER
20006618

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
IT Policy Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006629 Deputy Director 4

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
25	Performs administrative functions: determines staffing requirements & hires staff; completes performance evaluations; encourages staff development; approves/disapproves leave; directs staff training programs; reviews & makes recommendations for selection of IT hardware, software & consulting services; writes proposals; administers contracts & monitors work of contract employees; negotiates contracts with various vendors to provide technology information & services for state; manages contracts & measures value provided on on-going basis; determines budget, space, personnel & other resource requirements for Statewide IT Policy Office; manages preparation of budget for policy office activities & monitors fiscal activities of sections; approves expenditures; prepares reports for deputy director for IT Policy in areas concerning state policy.	(23) promulgate & enforce high-caliber professional writing, presentation & public speaking standards among staff; (24) negotiate & obtain consensus of opinion among diverse groups. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 Skill in 14, 15, 16 Ability to 17, 18, 19, 20, 21, 22, 23, 24
15	Advocates state's IT governance & management interests in speeches, reports, testimony & briefings targeted at various government & non-government audiences; prepares reports & correspondence; represents state at local & national conferences & meetings; collaborates with peers in other states & federal government.	Knowledge of 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13 Skill in 14, 15, 16 Ability to 18, 19, 20, 21, 24
Position is overtime exempt.		

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Data Systems Administrator

JOB CODE
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