

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501570
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IGD/Enterprise IT Architecture & Policy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006626	<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 State Enterprise IT Architect		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20077783 Data Systems Administrator	
	<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 am                      TO: 5:00 pm				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Manages enterprise architecture (EA) & enterprise information technology (IT) standards development projects for State of Ohio: manages development, maintenance & communication of statewide EA & IT standards using accepted EA & project management methodologies; draws upon extensive knowledge & experience in project management, EA, IT policy &/or standards development, IT systems analysis & design, &/or development of applications, databases or infrastructures to manage EA & IT standards projects, program development & project teams; gathers user requirements & meets with stakeholders to develop statewide strategic direction for EA & IT standards; develops & manages project plans; coordinates efforts of the Multi-Agency CIO Advisory Council with regard to EA & IT standards working groups; facilitates & leads collaborative EA & IT standards development work teams; develops technical reports & makes presentations to senior-level executive management; develops enterprise-level management processes to establish mechanisms for EA & IT standards compliance; responds to queries regarding EA & IT standards; develops & administers methods for research of strategic technologies & prepares formal, enterprise-level recommendations; coordinates with & leverages technology research & impact assessment efforts by state agencies; directs & manages staff & contractors involved in EA, IT standards development, IT research, & administrative support activities.	Knowledge of (1) systems analysis, design &/or development in areas of applications, databases or infrastructure; (2) enterprise architecture; (3) information technology; (4) program & project management; (5) business & technical writing standards; (6) technical research practices & resources; (7) public speaking practices & techniques; (8) state government organization & processes*; Skill in (9) operation of personal computer & associated hardware/software (e.g., peripherals, office suite software); (10) developing meaningful, concise & accurate technical reports.  Ability to (11) facilitate structured workgroups & lead collaborative development work teams; (12) manage staff & contractors in application development, technical research, technical policy development &/or technical architecture development; (13) prepare formal enterprise-wide recommendations; (14) analyze multiple variables & generate an action plan to resolve complex problems ; (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret trends, business requirements, & technical & business materials; (17) communicate effectively.  *developed after employment

Apr 8-12-09 CB

JOB CODE 64133	List Position Numbers & Job Titles of Positions Directly Supervised: 20006628 Systems Analyst 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7-24 2009

