POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS01510		
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006629

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrator, IT Enterprise Contracting	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 18 Page 1 of 1

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

JOB CODE TITLE: Data Systems Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as Administrator of Enterprise IT Contracting responsible for managing technology procurement & governance personnel: provides support and advice to the State CIO to define an enterprise IT contracting framework to lead opportunities to create lasting value through Ohio's technology investment by ensuring contract vehicles (including but not limited to hardware, software, IT services and telecommunications) are available to support spend management while allowing for the right combination of efficiency, value and enforcement of policy; establishes & implements statewide policies & procedures related to strategic & tactical procurement, disposition & use of information technology (IT) in accordance with state law, agency rules, & Governor's initiatives (e.g., workforce, jobs, efficiency, & quality of life); prepares budget for charge-backs to support role within state. leverages information provided by Enterprise Project Management Office to advise State CIO on status of significant IT contracts, vendor management, & unmitigated risks.	**Knowledge of** (1) computer science (e.g., computer hardware/software applications & industry equipment standards); (2) project management; (3) budgeting; (4) government structure & process*; (5) agency policies & procedures*; (6) supervisory principles & techniques; **Skill in** (7) use of personal computer & associated hardware & software; **Ability to** (8) manage senior staff; (9) evaluate multiple variables & determine specific course of action; (10) communicate technical information orally & in writing to broad audiences; (11) use statistical analysis; (12) foster environment of morale & cooperation.
30	Provides technical advice to State Chief Information Officer on IT & information systems in order to provide consultation, systems analysis, design & support to both internal & external stakeholders: provides executive assistance to Office Information Technology (OIT) staff in areas relative to IT; assists in development, formulation, & implementation of agency goals, programs, policies & procedures; represents State CIO in areas involving IT.	**Knowledge of** 1-5 **Skill in** 7 **Ability to** 8-12
20	Coordinates statewide program of IT by establishing & maintaining liaisons with public agencies: represents OIT in areas of IT (e.g., attends conferences, gives testimony; provides information to acquaint stakeholders with services provided by OIT.	**Knowledge of** 1-5 **Skill in** 7 **Ability to** 8-9
	Position is unclassified per ORC 124.11(A)(9).	*develop after employment

JOB CODE 64135

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		3/17/14