



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
IGD/Investment & Planning Mgmt.

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006631

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Enterprise Planning Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22  
PR 17  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: TO:

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Perform as an analytics section resource in areas of research and report writing. As requested and/or on a routine basis, provide statistical data and analysis on IT procurements, IT Spend Categories, IT Contract Utilization, Vendor Utilization, Line of Business Utilization, System and Technical Operations, and/or create ad hoc reports and dashboards; based on analyses, prepare and make presentations and recommendations to senior executives making strategic decisions.	<b>Knowledge of 2, 5, 16,</b> <b>Skill in 6.</b> <b>Ability to 8, 9, 10, 11, 12, 13, 14, 15.</b>
10	Supervises staff (e.g., approves leave, evaluates performance, initiates discipline, approves timesheets) & directs day-day section operations; prepares status reports for management and other duties as assigned.	<b>Knowledge of 1, 3, 4, (17) competency development strategies (e.g., coaching, mentoring &amp; consulting, training). (18) supervisory principles &amp; techniques.</b> <b>Skill 6.</b> <b>Ability to 8, 9, 10, 11, 12.</b>

JOB CODE TITLE  
Information Technology Consultant 3

JOB CODE  
64163

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION



DATE

11/6/15