

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Contract Management

POSITION NUMBER
20006640

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Data Systems 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
65	On behalf of Investment & Governance Division Deputy Director, administers Contract Management Section (i.e., contracts for data processing hardware, software, communication systems & services for all agencies within state); consults with state agencies on creation & implementation of strategic plans relating to procurement of data processing, hardware, software, communication systems & services; develops & implements policies, procedures & standards for acquisition of statewide assets; resolves &/or assists in resolving most complex & technical problems regarding procurement process; supervises lower-level supervisors & administrative support staff; determines section staffing needs; reviews & administers training & promotional opportunities; prepares & monitors budget for section; reviews & approves section expenditures; establishes section goals & objectives.	Knowledge of (1) reviewing, analyzing, evaluating & approving formal requests for proposals (RFPs); (2) large complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems; (3) purchasing/procurement process & documentation for complex data processing hardware, software & consulting services; (4) contract terms & conditions for acquisition of hardware, software & consulting/ integration services; (5) project management/project lifecycles; (6) budget preparation & fiscal control; (7) employee training & development; (8) supervision principles; (9) agency policies & procedures*; (10) government structure & process*; (11) multi-platform computer hardware, software & communication systems analysis & design; (12) purchasing authorities. Skill in (13) technical writing; (14) communicating technical & non-technical information verbally & in writing; (15) operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics). Ability to (16) deal with many variables & determine specific action; (17) develop complex reports & position papers; (18) determine project viability; (19) define problems, collect data, establish facts & draw valid conclusions; (20) interpret a variety of technical material in books,

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

- 20006641 Exec Secretary 1
- 20006642 ITConsultant 3
- 20006643 Admin Assist 4

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

9/26/07

Appd 9-26-07CB

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Directs & manages contracts of vendors who provide data processing hardware, software, communication systems & services: assists state agencies with Request for Proposals (RFPs) & Invitations to Bid (ITBs) & the contract amendments associated with them; manages negotiation & maintenance of state term schedules & statewide master maintenance agreements for data processing hardware, software & service procurements; assists state agencies in developing evaluation processes for RFPs & ITBs.	journals & manuals; (21) proofread technical documents, recognize errors & edit for publication; (22) gather, collate & classify information about data, people or things; (23) establish friendly atmosphere as supervisor of work unit; (24) analyze agency business needs & propose alternative solutions; (25) determine appropriate procurement methods; (26) direct, coordinate & monitor unit activities; (27) determine staffing & work assignments to best utilize available human resources; (28) interpret & apply strategic plans to agency business needs; (29) establish & sustain beneficial business relationships; (30) handle sensitive inquiries from & contacts with officials & general public; (31) resolve complaints from angry citizens & government officials. Knowledge of 1, 2, 3, 4, 5, 6, 9*, 10*, 11, 12 Skill in 13, 14, 15 Ability to 16, 17, 18, 19, 20, 21, 22, 24, 25, 28, 29, 30, 31.
15	Advises Deputy Director on all complex data processing procurements: advises & interacts with state agency officials on procurements; represents agency at meetings & conferences regarding contract management initiatives.	Knowledge of 1, 2, 3, 4, 5, 6, 9*, 10*, 11, 12 Skill in 13, 14, 15 Ability to 17, 19, 20, 21, 22, 29, 30, 31
Position is overtime exempt.		*developed after employment

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