

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Contract Management

State Agency County Agency New Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006640 Data Systems Administrator

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 |
|----|--|--|
| 55 | <p>Serves as consultant on overall analysis & planning for Information Technology (IT) hardware, software & services contract award process [e.g., Request for Proposals (RFPs), state term schedules, contracts, negotiation & award]: formulates & implements policies & procedures for Investment & Governance Division (IGD) Contract Management (e.g., change control processes; version control); assists agencies & internal staff with development & evaluation of IT RFPs; employs a thorough understanding of computer technology to analyze, review, evaluate & make recommendations for award of IT RFP proposals; determines each agency's IT infrastructure & computerization abilities to support IT related projects & compliance with each agency's IT Plan; reviews & analyzes documents for adherence to applicable agency, state, & federal statutes, regulations, rules, policies, & procedures prior to negotiations; assists in development & maintenance of IT based contracts, schedules & related documents; negotiates &/or renegotiates terms & conditions with IT vendors for computer-based software, hardware, & service contracts (i.e., mainframe & client server); works with internal staff to prepare & revise legally binding contract language for approval by IGD Deputy Director; prepares technical correspondence, associated IT white papers & other related documents for inter-office & external use; negotiates enterprise-wide hardware, software & services contracts; provides technical guidance & assistance to staff prior to, during, & following contract negotiations pertaining to state's IT platform compliance with state & federal laws & regulations.</p> | <p>Knowledge of (1) information systems (e.g., LAN/WAN architecture & principles); (2) networking operation systems; (3) high-level information systems language (e.g., .NET, C++), (4) computer systems analysis & design; (5) information systems acquisition procedures & fiscal controls*; (6) agency/division policies & procedures*;</p> <p>Skill in (7) operation of microcomputers & peripheral equipment; (8) office suite software (e.g., word processing, spreadsheet, database); (9) developing, evaluating & negotiating IT contracts for hardware, software & IT services;</p> <p>Ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) interpret a variety of technical material in books, journals, manuals & audiovisual form, (12) deal with many variables & determine specific action, (13) originate instructions & specifications concerning proper use of computer hardware & software, (14) prepare meaningful, concise & accurate reports; & (15) communicate verbally on technical & non-technical matters.</p> <p>*developed after employment</p> |

20006642

POSITION NUMBER

JOB CODE TITLE
Information Technology Consultant 3

490 6-16-08 CB

JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6/16/08

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| 45 | <p>Maintains vendor information & serves as liaison between vendors & agency: speaks at vendor information meetings on agency IT contract processes & procedures; monitors database of IT vendors & vendor computer-related business dealings with state; serves as subject matter expert for development, enhancement, modification or rewrite of any computerized records management system that includes version control of boiler-plate language for IT related contracts, schedules, RFPs, & definition of IT products, services, & IT position; creates & distributes IT vendor financial reports to IGD managers for review & analysis; reads, comprehends, & communicates IT vendor's corporate quarterly financial reports to IGD managers; researches & analyzes (i.e., examines financial statements & their relationships to IT business operations) IT vendor's business financial operations [i.e., financial stability & market share of any given technology (e.g.-computer software/hardware, web technologies, communications, connectivity, & infrastructure issues)].</p> | <p>Knowledge of 1, 2, 3, 4, 5*, 6*, (16) maintaining computerized records management systems; (17) IT business financial operations; (18) financial statements and their relationships to IT business operations Skill in 7, 8 Ability to 9, 10, 11,12, 13, 14, (19) analyze complex financial reports & interpret & report findings to different levels of management</p> <p><u>Position Specific Minimum Qualifications</u> 24 mos. exp. developing, evaluating & negotiation IT contracts for hardware, software & IT services.</p> <p>24 mos. exp. maintaining computerized records management systems.</p> <p>24 mos. exp. in IT business financial operations.</p> <p>*developed after employment</p> |

JOB CODE TITLE
Information Technology Consultant 3

4904 6-16-08 CB

JOB CODE
64163

List Position Numbers and Class Titles of Positions Directly Supervised:

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DATE



6/16/08