

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Office of State Chief Information Officer

POSITION NUMBER
20006648

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Chief Information Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005392 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
60	Acts as State Chief Information Officer (CIO) and Assistant Director for Department of Administrative Services (DAS): organizes, directs, controls and defines goals and objectives for the Office of Information Technology (OIT) consistent with the DAS mission, and oversees strategic long-term planning, implementation, and overall operation of information systems for the department; formulates policies, procedures, and administrative rules necessary for the efficient management and operation of OIT and directs operations of all OIT divisions/units (e.g., Investment and Governance, Infrastructure Services); assigns duties and responsibilities that ensure the effective and efficient operation of OIT and the accomplishment of all tasks and functions; leads all technology initiatives and ensures effective, efficient and secure operation of all technology; represents OIT on various committees, boards and commissions; works with Director to formulate and implement programs; acts as liaison between Director and division Deputy Directors; acts in absence of Director and represents Director in matters of technology development and operation for specifically designated programs impacting one or more units of DAS/OIT, the agency as a whole, and/or any other jurisdictions/customers DAS/OIT serves.	Knowledge of (1) budgeting; (2) Ohio Revised Code and Ohio Administrative Code; (3) government structure and process*; (4) project management; (5) information technology design and infrastructure; (6) applicable operating systems; Skill in (7) use of personal computer and associated hardware/software; Ability to (8) manage senior-level staff; (9) coherently and professionally communicate ideas to diverse groups; (10) originate meaningful and accurate documents involving complex subject matter; (11) evaluate multiple variables and determine specific course of action; (12) foster environment of morale and cooperation; (13) lead, develop, implement and operate technology solutions in a complex systems and operational environment.
40	Acts as statewide Chief Information Officer: provides statewide oversight and leadership for all activities related to information technologies (e.g., computers, telecommunications) by monitoring use of information technologies statewide, developing and coordinating implementation of a statewide information technology (IT) plan, and operational IT plans; establishes and administers IT policies, procedures and standards; plans and manages IT architecture, provides and supports IT infrastructure, and reviews and approves IT systems development; plans, operates and coordinates the statewide network; provides oversight for enterprise-wide information management activities and ensures continued technological advancement through research, analysis and	Knowledge of 1, 2, 3*, 4, 5, 6, (14) computer science and/or information technology; (15) public relations. Skill in 7 Ability to 8, 9, 10, 11, 12, 13, (16) understand and interpret technical/complex manuals and journals.

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

- | | |
|----------------------------|-----------------------------|
| 20006009 Deputy Director 6 | 20006657 Deputy Director 6 |
| 20006629 Deputy Director 4 | 20006658 Data Systems Admin |
| 20006652 Deputy Director 3 | 20073332 Deputy Director 6 |

SIGNATURE OF AGENCY REPRESENTATIVE

Theresa Quinn

DATE

10/24/08

JOB CODE TITLE
Assistant Director 4

JOB CODE
61214

April 11-13-08 CB

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evaluation; develops and monitors statewide information infrastructure; monitors and provides technical expertise in planning and standards development; coordinates information assurance activities; maintains liaison with agency CIOs.

This position is in unclassified service per 124.11(A)(9) of Ohio Revised Code, is overtime exempt, and serves as an essential employee.

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