POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	IGD/Investment Strategy & Analysis	Franklin

POSITION NUMBER 20006654

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Data Systems Administrator

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:ADMIN

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE
Data Systems Administrator

JOB CODE 64135

APD 10-1-14

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Administers policy development, direction, and guidance to the Enterprise Project Manager & IT Policy Administrator in the Office of Information Technology (OIT) Project Success Center and Office of Statewide IT Policy. Will use extensive knowledge & experience in project management, IT systems analysis, design, & application, database or infrastructure development, administers development, communication & maintenance of state IT policy, standards, strategies, guidelines & project management. Supervises and provides direction to the management team as needed by providing clear, concise and policy driven direction of various project assignments. Conducts research and provides guidance in the form of executive-level recommendations, briefings, and reports to the state chief information officer and other senior officials regarding strategic IT governance and management issues; drawing upon extensive knowledge and experience in facilitating structured working groups and leading collaborative development work teams, oversees enterprise IT governance working groups.	**Knowledge of** (1) IT management and governance for large-scale enterprises including strategic and tactical planning, budgeting and spending, purchasing, project and portfolio management, or strategy; (2) analysis, design, and/or development of IT hardware/software applications, platforms, infrastructure, standards, best practices, policies and strategies; (3) project management; (4) management and supervisory techniques; (5) budgeting and purchasing; (6) government structures, administrative processes, IT policies and IT strategies*; (7) business and technical writing standards; (8) technical research practices and resources; (9) public speaking practices and techniques; (10) customer and public relations practices and techniques; (11) structured meeting facilitation; **Skill in** (12) operation of microcomputers and peripheral equipment; (13) business and technical writing; (14) technical research. **Ability to** (15) manage senior staff; (16) evaluate multiple variables and determine specific course of action; (17) communicate technical information clearly and concisely verbally and in writing to broad audiences; (18) use statistical analysis; (19) devise effective IT governance for large-scale, federated enterprise; (20) foster environment of morale & cooperation as section head.
40	Oversees the leadership guidance in the areas of scope planning, definition, verification & change control; ensures compliance with standard system development methodologies & project management practices; responsible for reviewing and approving program area goals & objectives. Will review/approve staffing requirements; completes performance evaluations; encourages staff development; approves/disapproves leave; directs staff training programs; provides final approval of the selection of IT hardware, software & consulting services.	*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:
SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/15/14