

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501210
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE DAS OBG, Applications & IT Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006658	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Applications & IT Services Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22 PR 18 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm				

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Under direction of State of Ohio, Chief Information Officer (CIO), will provide leadership, strategy, vision, & oversight for all activities related to DAS information technology (IT) applications management & services: working within Ohio Department of Administrative Services (DAS), oversees the Ohio Business Gateway (OBG) & application development, administers Ohio Portal; administers DAS desktop services and provides shared solutions such as epayment, elicensing and boards and commissions support. Analyzes current program structures & develops short & long-range goals & priorities for development & implementation; works with IT staff to ensure technical success of assigned operations; develops & implements statewide standards & strategies relating to program operations; researches & identifies technical & business process requirements relating to program areas; works with other Department of Administrative Services (DAS) Deputy Directors to provide quality technology for successful department & state initiatives; administers personal service contracts & monitors work of contractors.	Knowledge of (1) computer science; (2) telecommunications, including wireless communications; (3) hardware/software evaluation; (4) project management; (5) public relations; (6) marketing; (7) government structure & process (e.g., laws governing state procurement & conduct of electronic commerce)*; (8) supervision; Skill in (9) operation of personal computer & associated hardware/software. Ability to (10) manage technical staff; (11) initiate meaningful & accurate documents involving complex subject matter; (12) evaluate multiple variables & determine specific courses of action; (13) use proper research methods in gathering data; (14) foster environment of morale & cooperation as section head.
20	Manages staff (e.g., staffing requirements, hiring, staff performance evaluations & performance goals) including staff development within program areas: initiates development of necessary policies & procedures for areas managed; responsible for financial management of program areas (e.g., budget preparation & oversight).	Knowledge of 1, 2, 7*, 8, (15) budget preparation & oversight. Skill in 9 Ability to 10, 12, 13, 14
5	Represents agency at local & national conferences, committees & meetings: makes presentations to diverse technical & non-technical audiences; stays current on industry trends & advancements	Knowledge of 1, 2, 3, 5, 6 Skill in 9 Ability to 10, 12, 13, (16) prepare & deliver presentations to large technical & non-technical audiences.
	Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	*developed after employment

JOB CODE TITLE Data Systems Administrator	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE
	SEE TABLE OF ORGANIZATION		9/23/13