

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS501230
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Digital Government/IT Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006660	<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 Digital Government - Coordinator		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 If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 17 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Under direction of Digital Government Administrator, provides technical advice & direction to information systems assistant administrators & administrators: provides leadership, strategy, vision, & oversight for activities related to information technology (IT) & stewarding continuous technological advancement across the State of Ohio; working within Ohio Office of Information Technology (OIT), assists in administration of Ohio Portal Programs; analyzes current program structures & develops short & long-range goals & priorities for development & implementation; works with information technology staff to ensure technical success of assigned operations; advises Digital Government Administrator in development & implementation of statewide standards & strategies relating to program operations; researches & identifies technical & business process requirements relating to program areas; works with OIT divisions to provide quality technology for successful department & state initiatives; administers personal service contracts & monitors work of contractors; works with service providers within OIT & external to OIT to ensure programmatic success.	Knowledge of (1) information systems which includes LAN/WAN architecture & principles; (2) networking operation systems & protocols; (3) network monitoring & capacity planning techniques; (4) IT systems analysis & design; (5) high-level computer programming languages; (6) IT systems acquisition procedures & fiscal controls*; (7) budgeting; (8) program/project management; (9) Internet & eCommerce; (10) marketing; Skill in (11) operation of personal computer & associated hardware/software; Ability to (12) deal with many variables & determine specific action; (13) read & interpret extensive variety of technical material in books, journals & Internet; (14) define problems, gather data, establish facts & draw valid conclusions; (15) communicate effectively in writing & verbally; (16) interact with high-level government officials, vendors, & contractors.
15	Represents Digital Government Administrator & OIT at local & national conferences, committees & meetings: makes presentations to diverse technical & non-technical audiences regarding Digital Government; stays current on industry trends & advancements.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9 Skill in 11 Ability to 12, 13, 14, 15, 16  *Developed after employment.

JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/11/13
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# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS501230

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Digital Government/IT Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006660

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Digital Government - Coordinator

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:

Bargaining Unit 22  
PR 17  
Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Develops & implements G2C, G2B & G2G service concepts: develops strategies for present & future virtual marketing & distribution channels; develops partnerships with state agencies & external stakeholders in delivery of enterprise e-business applications; assists in development of overall strategies for G2B solutions in partnership with technical & business leadership; develops & coordinates customer focus groups to review opportunities for web-based services, modifications to web interface content & design, strategies for advertising & marketing related to e-business & business.gov; coordinates marketing & educational initiatives by participating state agencies; dialogues with business communities; identifies key stakeholders & special interest groups; assists in determining funding strategies for business portal through benefits based model.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9 Skill in 11 Ability to 12, 13, 14, 15, 16
20	Manages the Office of Information Technology (OIT), Information Technology Services (ITS) application development team: assigns, plans & directs & monitors projects/activities for Department of Administrative Services and internal business units; provides project management expertise/functions; evaluates software for acquisition; meets with staff to review progress & resolve technical problems; assists with prioritization of work; evaluates staff performance; assists staff in resolving complex technical issues; enforces unit policies & procedures; responsible for overseeing the system development lifecycle of application development software (i.e., HTML, .ASP, .Net); supervises subordinate supervisory personnel & lower-level IT staff (e.g., provides work direction, approves/disapproves leave, evaluates performance, administers discipline).	<b>Knowledge</b> of 1; 8; (20) application development software (e.g., Dreamweaver, Visual Studio .NET, Adobe Photo Shop, Adobe Acrobat Pro); (21) databases & data relationships (e.g., Access, SQL, Oracle, Data Flow Diagrams, Entity-Relationship Modeling, Unified Modeling Language); (22) data interfaces; (23) web browser (e.g., Internet Explorer, Fire fox); (24) hypertext markup language (i.e., HTML, ASP, .Net). <b>Skill</b> in 14. <b>Ability</b> to 15, 16, 17, 18, & 19.
	Position is unclassified per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	*Developed after employment.

JOB CODE TITLE  
Information Technology Consultant 3

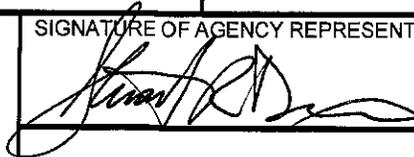
JOB CODE  
64163  
APD 85-13

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF OGRANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/11/13