

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501230

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
ITS Applications & Ohio Business Gateway

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006660

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified If FLSA Exempt, exemption type: PR 17
 Intermittent Essential 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
20	<p>As part of the Office of Information Technology (OIT), ITS Applications and Ohio Business Gateway (OBG) Administration team, provides technical advice & direction to ITS and OBG senior administrators and customers regarding development of applications designed to promote electronic business in the State of Ohio including web based & service oriented architectures, web services, e-government (e.g., government to government, government to business & government to citizen) services as well as help desk operations for a 24X7 operations environment: maintains familiarity with existing applications/processes within this environment (e.g., Ohio Business Gateway, ePayment services); contributes to design & implementation of future shared services & technologies; assists in the evaluation of hardware & software products for inclusion in e-government architecture; proposes strategic planning ideas; develops tactical plans; assists in monitoring ITS and OBG projected budgets; formulate & implements technical policies, procedures & standards; provides development assistance on ITS and OBG projects.</p>	<p>Knowledge of (1) LAN/WAN architecture & principles; (2) computer science or related field; (3) Internet hardware & software; (4) network operating systems & protocols, (5) project/ program management; (6) software development life cycle; (7) information systems analysis & design, (8) electronic commerce; (9) high-level information systems languages & software; (10) information technology architecture; (11) fiscal operations/budgeting; (12) customer relations management; (13) advanced relational database applications (e.g., SQL Server, .NET practices); (14) government structure & operation*; (15) agency policies & procedures*; (16) meeting management techniques.</p> <p>Skill in (17) use of personal computer; (18) originating position papers concerning the application of e-government technology.</p> <p>Ability to (19) deal with many variables & determine specific action; (20) read & interpret extensive variety of technical information systems material; (21) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (22) interpret complex technical documents & position papers; (23) write status reports & policy documents; (24) effectively resolve service level issues with other agencies.</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Consultant 1

JOB CODE
64163
APP F-30-14 US

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 8/17/14

[Handwritten Signature]

8-17-14

