POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501290

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Digital Government	Franklin

POSITION NUMBER 20006662

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Ohio Business Gateway Program Mgr.	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE Information Technology Consultant 3

JOB CODE 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Provides technical advice & direction to business administrators & assistant administrators of state agencies (e.g., Taxation, Commerce, Insurance, Development, Office of Budget & Management, Bureau of Workers' Compensation, etc.) & other key stakeholders of Ohio Business Gateway (OBG) (e.g., State Treasurer, Secretary of State & Governor's Small Business Advisory Council) regarding any & all facets of OBG; serves as eCommerce Management responsible for creating & executing Government to Business (G2B) strategies for OBG under general direction of OBM Steering Committee & chairperson, with additional input & direction from State Chief Information Officer (CIO) & Administrator for Digital Ohio; works with appropriate senior management to analyze customer feedback; develops promotional plans & targets marketing for product & service concepts; interacts & coordinates with various agencies & contractors through authority of OBG Steering Committee; sets & manages customer's expectations using exemplary communication skills, as well as conflict resolution, problem solving & delegation; researches, formulates & implements technical policies & procedures related to all facets of OBG; supervises intern (e.g., provides works directions, approves times, etc.).	**Knowledge of** (1) information systems (IT) 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; (11) supervision. **Skill in** (12) operation of personal computer & associated hardware/software. **Ability to** (13) deal with many variables & determine specific action; (14) read & interpret extensive variety of technical material in books, journals & Internet; (15) define problems, gather data, establish facts & draw valid conclusions; (16) communicate effectively in writing & verbally; (17) interact with high-level government officials, vendors & contractors.
25	Provides strategic direction, leadership & coordinator of OBG upgrades & enhancement efforts; strategizes & prioritizes goals & objectives; oversees progress related to upgrades & enhancements; facilitates change & modification to web interface; develops web-based transaction & partnership strategies; responsible for integration of web interface with OBG staff & other organizations.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9. Skill in 12. Ability to 13, 14, 15, 16, 17. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		7/11/13

HRD 8-5-13

POSITION DESCRIPTION

AGENCY/DEPT ID DAS501290		
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Digital Government	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006662

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Ohio Business Gateway Program Mgr.	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 CODE TITLE Information Technology Consultant 3

JOB CODE 64163

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Develops & implements G2B 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 e-business & OBG; coordinates marketing & educational initiatives by participating state agencies; dialogues with business communities; identifies key stakeholders & special interest groups; assists in determining funding strategies for OBG.	Knowledge of 1, 2, 3, 4, 5, 6*, 7, 8, 9, 10, 11. Skill in 12. Ability to 13, 14, 15, 16, 17.
	Position is unclassified per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.	*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION		7/11/12

APD 8-5-13