

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<b>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</b>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION OAKS Support Division	
	UNIT OR OFFICE Program Director's Office	

POSITION NUMBER 20073332	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION OAKS Program Director	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006648 Director 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Serves as Deputy Director for Ohio Administrative Knowledge System (OAKS) Support Division responsible for managing architecture, technology & personnel: provides executive assistance to Office Information Technology (OIT) Director/State Chief Information Officer & staff in areas relative to OAKS; supervises Assistant Program Director & Program Support Office; oversees all aspects of OAKS application to ensure consistent, 24X7 support to users; administers design, implementation, & maintenance of OAKS system; establishes & develops strategic plan, vision & direction; prepares reports for OIT Director; drafts & reviews enterprise policies &/or procedures that support overall management & direction of OAKS; advises Director/State Chief Information Officer, agency representatives, vendors & other stakeholders on technical issues; manages customer relationships; based upon business needs of OIT, develops vision for new & expanding OAKS technological initiatives.	Knowledge of (1) computer science (e.g., computer hardware/software applications & industry equipment standards); (2) project management; (3) budgeting; (4) government structure & process*; (5) agency policies & procedures*; (6) supervisory principles & techniques; (7) OAKS People Soft application; Skill in (8) operation of personal computer & associated hardware/software; Ability to (9) manage senior staff; (10) evaluate multiple variables & determine specific course of action; (11) communicate technical information orally & in writing to broad audiences; (12) use statistical analysis; (13) foster environment of morale & cooperation.
30	Advises State Chief Information Officer, department directors, deputy directors, agency representatives, legislature, vendors & other stakeholders on OAKS technical issues, trends & future requirements: represents state on various committees & organizations; attend & interacts with various technical advisory services (e.g., Gartner group, Meta Group & GIGA); represents OAKS at conferences; gives testimony to legislators & provides information to acquaint stakeholders with OAKS capabilities.	Knowledge of 1, 2, 3, 4*, 5*. 7 Skill in 8 Ability to 9, 10, 11, 12, 13.

Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.

\*developed after employment

JOB CODE 61316	List Position Numbers and Class Titles of Positions Directly Supervised: 20073333 Data Systems Administrator 20073487 Admin Assist 3 20073716 Admin Assist 2	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/26/07
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Apd 7-6-07CB