

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OAKS/Infrastructure Support

POSITION NUMBER
20073334

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Infrastructure Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073332 Deputy Director 6

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

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Directs activities of the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) Infrastructure Team (e.g., Data Security, Performance Tuning, PS Admin/Database, Data Warehouse, Technical Architecture): supervises lower-level managers (e.g., approves time & attendance; completes performance evaluations; sets goals; recommends hiring, promotion, demotion, dismissal, suspension or discipline; determines staffing levels); sets priorities, develops & implements policies & work procedures; manages career development of team members; prepares budget & maintains fiscal controls; develops long-range plans for technical operations & makes recommendations regarding hardware/software resources, facilities, staffing, supplies & equipment to meet current & forecasted needs; evaluates hardware & software systems & recommends changes as indicated; approves hardware & software acquisition plans; resolves most difficult & complex system & administrative problems; writes proposals for equipment &/or contract services & monitors work of contract employees; acts on behalf of assistant deputy director &/or deputy director as directed during absences.</p> <p>infrastructure sections (e.g., network administration, operations, hardware) of</p>	<p>Knowledge of (1) information technology systems; (2) business or public administration; (3) supervisory principles/techniques; (4) employee training & development; (5) project management; (6) public relations; Skill in (7) operation of personal computer & associated hardware/software; Ability to (8) deal with many variables & determine specific action; (9) communicate verbally & in writing on complex technical & non-technical matters; (10) assess situations & determine specific course of action; (11) establish friendly atmosphere as supervisor of section; (12) develop & interpret technical & administrative policies & procedures; (13) interview & select job applicants & handle major personnel issues; (14) handle sensitive inquiries from & contacts with officials & general public.</p>
60	<p>Utilizes knowledge of all aspects of the OAKs application (e.g., relational databases, batch processing, application & network security fundamentals, network administration, system operations, system evaluation & development, system hardware maintenance) to oversee administration of network, operations & hardware program areas: ensures continuous system functioning by scheduling & implementing on-call support rotation for 24X7 coverage; provides guidance & develops reports for higher-level management; evaluates system needs & provides technical solution to best benefit agency; oversees work efforts of technical architecture team members; provides detailed status reporting; plans & manages resources.</p>	<p>Knowledge of 1, 2, 3, 4, 5, 6, (15) relational database fundamentals; (16) application & network security fundamentals; (17) network administration; (18) system & software evaluation & development; (19) system hardware maintenance; (20) Windows operating system; (21) PeopleSoft tools & technologies (e.g., PeopleTools) Skill in 7 Ability to 8, 9, 10, 14.</p>

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

List Position Numbers and Class Titles of Positions Directly Supervised:

20074126 Data Security Spvr2 20073407 IT Manager 2
20075335 IT Consultant 3 20074529 IT Manager 2
20073532 IT Manager 2

SIGNATURE OF AGENCY REPRESENTATIVE

Clair O'Keefe

DATE

1-31-08

Lapl 5-10-08 CB

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10	<p>Performs other related duties as needed: attends meetings & represents management in conferences with federal, state & county officials; attends &/or facilitates staff/team meetings; prepares &/or delivers speeches & presentations before professional organizations & legislative bodies; maintains contact with other state agencies in order to obtain ongoing assessments of systems & technical infrastructure.</p> <p>Position is unclassified per 124.11(A)(9) of Ohio revised Code and is over-time exempt.</p>	<p>Knowledge of 1, 2, 5, 6 Skill in 7 Ability to 8, 9, 10, 14</p>

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Deputy Director 5

APR 2-10-08 CBS

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SIGNATURE OF AGENCY REPRESENTATIVE

Clair Overley Jr

DATE

1-31-08