



# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Office of the Chief Information Officer

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20073334

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: 911 Administrator      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: Administrative      PR 00  
 Intermittent       Essential      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
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50	<p>Responsible for working with the ESINet Steering Committee to support the administration of Ohio Revised Code Chapter 128 - Emergency Telephone Number System, the Administrator will:</p> <ul style="list-style-type: none"> <li>• Serve as the next-generation 9-1-1 statewide coordinator as well as the primary point of contact for related federal initiatives.</li> <li>• Develop, approve, and implement statewide policies, procedures and programs related to next-generation 9-1-1 systems.</li> <li>• Ensure compliance with state and federal law related to next-generation 9-1-1 systems; develops and ensures compliance with administrative rules related to emergency response and preparedness and next-generation 9-1-1 systems;</li> <li>• Review &amp; recommend legislation;</li> <li>• Represent the Statewide Emergency Services Internet Protocol Network Steering Committee at local, state, federal and association meetings and hearings</li> <li>• Develop policies for the governance and funding of a statewide emergency services internet protocol network.</li> <li>• Provide recommendations on Best Practices to limit duplicative efforts to ensure an effective transition to next-generation 9-1-1</li> <li>• Provide recommendations on the consolidation of public-safety-answering-point operations in this state</li> <li>• Accommodate next-generation 9-1-1 technology to facilitate a more efficient and effective emergency services system;</li> <li>• Develop policies, procedures, and statutory or regulatory authority to effectively govern a statewide emergency services internet protocol network;</li> <li>• Coordinate with statewide initiatives and associations such as the state interoperable executive committee, the Ohio Geographically Referenced Information Program Council, the Ohio Multi-Agency Radio Communications System Steering Committee, and other interested parties;</li> <li>• Support activities of the ESINet technical-standards subcommittee and a public-safety-answering-point-operations subcommittee, and;</li> <li>• Perform other duties as assigned.</li> </ul>	<p>Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12</p>
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This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and is overtime exempt.

\*developed after employment

JOB CODE TITLE  
Policy Staff

JOB CODE  
99585  
APD 6-12-14 RB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/2/14