

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Enterprise Shared Services

POSITION NUMBER
20073966

JOB CODE TITLE
College Intern

JOB CODE
99940

State Agency County Agency New Position Change County of Employment

Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006354 GIMS System Admin

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
100	<p>Working in the Office of Information Technology (OIT), Service Delivery Division (SDD), Enterprise Shared Services (ESS), Ohio Geographically Referenced Information Program (OGRIP) and Geographic Information Systems Support Center (GISSC), assists Location Based Response System (LBRIS) program manager with planning, developing & monitoring LBRIS and Ohio Statewide Imagery Program (OSIP) initiatives. Assists with maintenance of Master Address File. Assists with administration of Ohio GIS County Profiles: collects & analyzes data for determination & formulation of program policies & procedures; assists with management of contacts; modifies County Profile and web site content; assists in all aspects of statewide program implementation & promotion; establishes liaison contacts with local, state & municipal government; assists with additional Geographic Information Systems (GIS) activities as related to LBRIS, OSIP and other spatial data programs.</p> <p>Position is in unclassified service per Section 124.11(A)(12) of Ohio Revised Code.</p>	<p>Knowledge of (1) government structure & process*; (2) public & human relations; management principles; (3) Geographic Information Systems; (4) Internet and web based technologies; (5) maintain accurate records; (6) GIS application definition, application development & GIS user interfaces;</p> <p>Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Office).</p> <p>Ability to (8) deal with many variables & determine specific action; (9) use proper research methods to collect data; (10) define problems, collect data, establish facts, draw valid conclusions.</p> <p>Major Area of Study: Geography, Spatial Technology and/or Geographic Information Systems.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1-4-08

LAPPY 2-10-08 CB