

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS505440

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
ISD/ESS

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20073966

Reclassification   
  New Position   
  Update   
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
 If FLSA Exempt, exemption type: ADMIN

Bargaining Unit 14  
 PR - 29  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 am    TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
100	Working in the Office of Information Technology (OIT), Ohio Geographically Referenced Information Program (OGRIP) and Geographic Information Management Systems (GIMS) Office in order to: assists Location Based Response System (LBRS) program manager with planning, developing & monitoring LBRS 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 LBRS, OSIP and other spatial data programs.	<p><b>Knowledge of</b> (1) government structure &amp; process*; (2) public &amp; human relations; management principles; (3) Geographic Information Systems; (4) Internet and web based technologies; (5) maintain accurate records; (6) GIS application definition, application development &amp; GIS user interfaces;</p> <p><b>Skill in</b> (7) operation of personal computer &amp; associated hardware/software (e.g., MS Office).</p> <p><b>Ability to</b> (8) deal with many variables &amp; determine specific action; (9) use proper research methods to collect data; (10) define problems, collect data, establish facts, draw valid conclusions.</p> <p>*developed after employment</p>

JOB CODE TITLE  
GIMS Technician I

JOB CODE  
85671  
APD 6/7/16 vcs

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



5/13/16