

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
20074529

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Technical Architecture Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20073334 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m. & subject to overtime/call back

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Manages a section of information technology professionals responsible for custom & bolt-on components of the Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application) technical architecture: supports & enhances the interface/FTP architecture used for internal & external file transfers; supports & enhances the batch architecture & OAKS's batch scheduling tool; supports & enhances the reporting architecture; works with the database & PeopleSoft administration teams to resolve production issues; runs the Operations Change Control Board meetings & maintains the overall Operations Team Project Plan; supervises staff (e.g., interviews applicants, recommends hiring new employees, evaluates staff performance, approves timesheets & leave requests); ensures coverage for &/or responds to system issues 24 hours/day, 7 days/week which may require overtime or call back; may be required to carry cell phone &/or carry pager.</p>	<p>Knowledge of (1) project management; (2) employee training & development; (3) supervisory techniques; (4) public relations; (5) agency/division policies & procedures*; (6) interviewing; (7) PeopleSoft application; (8) computer science; (9) systems analysis & design; (10) business & architecture components; (11) system testing; (12) network administration; Skill in (13) operation of microcomputers & associated hardware, software & technology tools (e.g., PeopleSoft, People Tools, Linux, HP/US, Oracle, Windows); Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) interpret variety of technical material in books, journals & manuals; (16) deal with many variables & determine specific action (e.g. research, production); (17) maintain accurate records; (18) prepare meaningful, concise & accurate reports; (19) use proper research methods in gathering data; (20) establish friendly atmosphere as supervisor of work unit; (21) respond to system issues 24X7; (22) carry cell phone &/or wear pager.</p> <p>*developed after employment</p>

JOB CODE TITLE
Information Technology Manager 2

JOB CODE
64133

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE
Clair Overly Jr

DATE
1-7-08

April-16-08 CB

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	UNIT OR OFFICE Oaks Infrastructure Support	

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<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;">%</th> <th style="width:60%;">Job Duties in Order of Importance</th> <th style="width:35%;">Minimum Acceptable Characteristics</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">30</td> <td style="vertical-align: top;"> Provides direct management of daily operations for section (e.g., determines staffing; assigns & prioritizes work, monitors work progress, orients & trains new staff, assists staff in resolving difficult system problems, answers technical questions; initiates changes in section procedures &/or standards): reviews & interprets system documentation & test results to determine appropriate course of action; provides technical assistance to staff in resolving difficult problems; receives user requests & assigns &/or reviews work; enforces compliance with system design & standards; develops, implements, & enforces unit policies, procedures, & standards; establishes program goals, objectives & performance measures; assists with management of consultants; determines resource requirements for unit (e.g., network & system administrator support, security requirements, hardware, storage, disaster recovery, identity management). </td> <td style="vertical-align: top;"> Knowledge of 1, 4, 5*, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 22 </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">20</td> <td style="vertical-align: top;"> Owns the strategic direction of the OAKS technical architecture: ensures that OAKS embraces current industry trends where appropriate (e.g., hardening security, grid computing, storage management); proposes long-range plans for enhancements to OAKS hardware, storage, & network architecture; owns the OAKS components of the disaster recovery/business continuity plan; evaluates, tests, plans, deploys & supports OAKS identity management solution. </td> <td style="vertical-align: top;"> Knowledge of 1, 4, 7, 8, 9, 10, 11, 12 Skill in 13 Ability to 14, 15, 16, 17, 18, 19, 20, 21, 22. </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">10</td> <td style="vertical-align: top;"> Serves as the OAKS liaison to the services provided by the Office of Information Technology (OIT): defines the status & communication mechanisms; confirms appropriate roles & responsibilities; where applicable, works with OIT to define service levels. </td> <td style="vertical-align: top;"> Knowledge of 4, 5*, 7, 8, 10, 12 Skill in 13 Ability to 14,15, 16, 19 </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">10</td> <td style="vertical-align: top;"> Performs other related duties as required: evaluates industry trends & new technologies; attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations. </td> <td style="vertical-align: top;"> Knowledge of 4, 5*, 7, 8, 10, 12 Skill in 13 Ability to 14,15, 16, 19 </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> Works as an essential employee. </td> <td style="padding: 5px;"> *developed after employment </td> </tr> </tbody> </table>						%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	30	Provides direct management of daily operations for section (e.g., determines staffing; assigns & prioritizes work, monitors work progress, orients & trains new staff, assists staff in resolving difficult system problems, answers technical questions; initiates changes in section procedures &/or standards): reviews & interprets system documentation & test results to determine appropriate course of action; provides technical assistance to staff in resolving difficult problems; receives user requests & assigns &/or reviews work; enforces compliance with system design & standards; develops, implements, & enforces unit policies, procedures, & standards; establishes program goals, objectives & performance measures; assists with management of consultants; determines resource requirements for unit (e.g., network & system administrator support, security requirements, hardware, storage, disaster recovery, identity management).	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