

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Deputy Director's Office

POSITION CONTROL NUMBER
41002.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant Deputy Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41000.0 Deputy Director 6

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	<p>Plans, directs & coordinates non-technical, day-to-day operations of Service Delivery Division (SDD): oversees Business Support Unit & Human Resources Support Unit. Provides DAS management oversight in coordination with the General Services Division (GSD) of the State of Ohio Computer Center (SOCC) operations. Oversees the development of policies for the building, determines the direction of all building operations, prepares and manages operating and capital budgets including all fiscal matters, handles SOCC space assignment and management and coordination with SOCC tenants with respect to space assignments and building occupancy matters. Handle contracting for all building services i.e. CB Richard Ellis and other building services. Gives final approval of SOCC facility changes, renovations and major repairs in consultation with GSD and CB Richard Ellis. Independently conducts research, formulates correspondence, policies, procedures, complex reports & position papers. Supervises business support, technical, clerical & administrative personnel. Acts on behalf of Deputy Director in SOCC related operational matters; participates in development of reorganization & operation of all program areas within SDD (e.g., MARCS, Technical Services, Network Services, Business Office), & represents Deputy Director during absences.</p>	<p>Knowledge of (1) agency & division policies & procedures*; (2) budget development; (3) management; (4) supervision; (5) public/human relations & customer service; (6) building safety & security procedures; (7) space planning & management; (8) contract negotiation; (9) human resources management. Skill in (10) operation of personal computer & associated hardware/software*. Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) develop complex reports & position papers; (13) establish friendly atmosphere as supervisor of large unit.</p>
20	<p>Oversees strategic & tactical planning, policies, procedures, standards, service level agreements & service offerings for division. Oversees development, review, maintenance & distribution of strategic planning documents, policies, procedures & guidelines; & develops service level agreements with customers.</p> <p>Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt. Must submit to & pass personal background check.</p>	<p>Knowledge of 1*, 3, 5, 6, 7 Skill in 10 Ability to 11, 12,</p> <p>*developed after employment</p>

CLASS TITLE
Administrative Officer 3

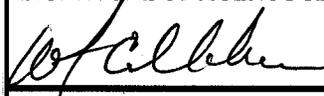
CLASS NUMBER
63133

Apd 11-1-04 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

- | | |
|--------------------------|------------------------|
| 41004.0 Mgmt Anl Spvr 2 | 41014.0 Admin Assist 4 |
| 41010.0 Library Assist 2 | 41020.0 ITC 3 |
| 41012.0 Office Assist 2 | |

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

10-10-04