

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Shared Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Information Technology Consultant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41500.0 Data Systems Administrator

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
50	Under general direction, provides technical advice & direction to Enterprise Shared Services (ESS) Administrator & senior staff on any & all facets of information systems programming & information systems operations related to Geographic Information Systems (GIS) & serves as consultant to senior ESS staff on overall analysis & planning for geospatial data computer information systems & networks connected to Geographic Information Systems Service Center (GISSC): researches & consults with state agency upper-level management & ESS staff on broad spectrum of GIS information technology (IT) subjects (e.g., technical offerings, new products & tools); formulates & implements technical policies & procedures related to all facets of GISSC & agency-wide GIS; makes recommendations to state agency upper-level management regarding geospatial IT systems; assists senior ESS staff in acquisitions, information systems operations & fiscal/budgeting processes.	Knowledge of (1) LAN/WAN architecture & principles; (2) GIS applications in GIS design & implementation; (3) network operating systems & protocols; (4) network monitoring & capacity planning techniques; (5) information systems analysis & design; (6) high-level information systems language & software; (7) fiscal operations/budgeting; (8) GIS application definition, development & GIS user interfaces; (9) GIS/spatial data management & administration. Skill in (10) operation of GIS &/or CADD software packages (e.g., ArcView, ArcINFO, GeoFile, Geomedia); (11) use of personal computer. Ability to (12) deal with many variables & determine specific action; (13) read & interpret extensive variety of technical information systems material; (14) communicate verbally & in writing on technical & non-technical matters.
20	Develops & manages GISSC projects, programs & applications: evaluates overall GISSC program (e.g., personnel, contract services, hardware & software); coordinates GISSC services to ensure consistency with department standards; consults with agency personnel to determine project specifications.	Knowledge of 1, 2, 4, 5, 6, 8, 9, (15) information systems acquisition procedures; (16) project/program implementation & management; (17) state-level GIS/spatial data sets that exist; (18) agency policies & procedures*. Skill in 10, 11 Ability to 12, 13, 14 *developed after employment

POSITION CONTROL NUMBER
41507.0

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

List Position Numbers and Class Titles of Positions Directly Supervised:
41560.0 GIMS Systems Administrator

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mearns

6/27/06

Appl 7-11-06 CB

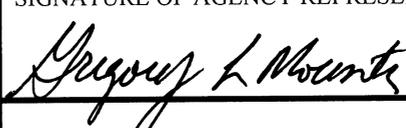
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POSITION CONTROL NUMBER 41507.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Information Technology Consultant 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 41500.0 Data Systems Administrator		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 2 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
	20	Researches, analyzes & resolves complex problems involving various agency initiatives & geospatial technical programs related to GISSC: troubleshoots & isolates problems & takes corrective actions; re-engineers programs, diagnoses problem components (e.g., application, operating systems, hardware, peripherals); directs & monitors vendor repairs; reconfigures hardware & software; assists lower-level staff in troubleshooting & isolating spatial data related problems.	Knowledge of 1, 2, 3, 4, 5, 6, 8, 9 Skill in 10, 11 Ability to 12, 13, 14, 18*.	
	10	Represents ESS & GISSC at meetings with other government or agency officials & on Governor-appointed Ohio Geographically Referenced Information Program Council; represents ESS & GISSC at conferences & on technical committees.	Knowledge of 1, 2, 3, 17 Ability to 12, 13, 14 <u>Position Specific Minimum Qualifications</u> 36 mos. exp. or 36 mos. trg. in GIS application definition, development & GIS user interfaces; 36 mos. exp. or 36 mos. trg. in GIS/spatial data management & administration.	
		Must submit to & pass personal background check & is overtime exempt.	*developed after employment	
CLASS NUMBER 64163	List Position Numbers and Class Titles of Positions Directly Supervised: 41560.0 GIMS Systems Administrator		SIGNATURE OF AGENCY REPRESENTATIVE 	
CLASS TITLE Information Technology Consultant 3			DATE 6/27/06	

April 7-11-06 CB