

| | |
|--|---|
| <h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p> | AGENCY Department of Administrative Services |
| | DIVISION OR INSTITUTION Office of Information Technology |
| | UNIT OR OFFICE ESS |

| | | |
|---|--|----------------------------------|
| POSITION CONTROL NUMBER 41516.0 | <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 IT Manager 2 | 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 |
|----|--|--|
| 40 | <p>Serves as Assistant EC/EDI Program Administrator relieving administrator of administrative responsibilities. Establishes and maintains customer contacts; serves as liaison with state, county and/or federal representatives as necessary, vendors and/or contractors. Instructs and trains users in operation and procedures for new EC/EDI systems; attends seminars and/or classes; represents the EC/EDI Group at state and/or national meetings as required. Coordinates and conducts EC/EDI meetings with agency data processing administrators, business managers, division management, and legal counsel. Develops long-range EC/EDI systems plans, strategies and policies based on findings. Develops EC/EDI budgets. Presents EC/EDI strategies/plans to agency representatives, consultants, and EC/EDI user groups. Prepares bid specifications as needed. Prepares responses to agency quotations and bids.</p> <p style="margin-top: 20px;">This position is overtime exempt and must submit to and pass a personal background check.</p> | Knowledge of 1, 2, 3, 4, 5, 6, 7 Skill in 8, 9, 10, 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19 |

Opd 7-23-04 CB

CLASS NUMBER 64133
 CLASS TITLE Information Technology Manager 2

**developed after employment*

| | | |
|---|--|-----------------|
| List Position Numbers and Class Titles of Positions Directly Supervised: 41514.0 SA3 41524.0 SA1 41534.0 ITC2 41518.0 SA3 41526.0 SA1 41520.0 SA3 41528.0 SA1 41522.0 SA2 41532.0 ITC3 | SIGNATURE OF AGENCY REPRESENTATIVE | DATE 7-14-04 |
|---|--|-----------------|

| | |
|--|--|
| <h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p> | AGENCY DAS/Office of Information Technology |
| | DIVISION OR INSTITUTION Service Delivery Division |
| | UNIT OR OFFICE Enterprise Shared Services |

| | | |
|---|--|----------------------------------|
| POSITION CONTROL NUMBER 41516.0 | <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 IT Manager 2 | 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 |
|----|--|--|
| 60 | <p>Under the direction of the EC/EDI Program Administrator supervises a team of systems analysts in analyzing the business needs of agencies' functions, determines the requirements for a full range of Electronic Commerce/Electronic Data Interchange (EC/EDI) systems. Supervises a team of EC/EDI systems analysts in analyzing and designing large and/or complex EC/EDI systems (e.g., analyzes user needs and existing functions to determine feasibility and requirements for EC/EDI hardware configurations, peripheral equipment, maintenance support, mainframe interface, memory storage device); prepares estimates of time, cost, supplies and/or personnel; analyzes charts ; Assists staff in resolving difficult problems by providing technical assistance; receives user requests and assigns and/or reviews work; oversees preparation of system and user documentation; enforces compliance with system design standards and recommends changes in unit/section procedures and/or standards. Investigates/researches EC/EDI technology trends for possible applications in state government; consults with agency representatives to ensure effective use of EC/EDI resources.</p> | <p>Knowledge of (1) management, (2) day-to-day supervision, (3) interviewing, (4) government structure and process as it relates to electronic commerce, budgeting and long-range systems planning, (5) business (specifically the central accounting system (CAS)), (6) electronic commerce activities as they relate to other electronic data processing activities, (7) high-level employee training and development.</p> <p>Skill in operation of a (8) PC, (9) use of ANSI X12 and EDISIM, (10) spreadsheet software such as Excel, (11) presentation software such as PowerPoint.</p> <p>Ability to (12) establish a friendly atmosphere as a supervisor, (13) interview job applicants effectively, (14) develop complex reports and position papers related to EC/EDI, (15) resolve complaints from customers and/or government officials, (16) handle sensitive inquiries from and contacts with officials and the general public as they relate to the state's electronic commerce initiatives, (17) use statistical analysis, (18) interpret a variety of technical electronic commerce/electronic data interchange (EC/EDI) manuals and documentation, (19) communicate verbally on technical and non-technical matters related to EC/EDI.</p> |

**developed after employment*

CLASS NUMBER 64133
 CLASS TITLE Information Technology Manager 2

Apr 7-23-04 CB

List Position Numbers & Class Titles of Positions Directly Supervised:

| | | |
|-------------|--------------|--------------|
| 41514.0 SA3 | 41524.0 SA1 | 41534.0 ITC2 |
| 41518.0 SA3 | 41526.0 SA1 | |
| 41520.0 SA3 | 41528.0 SA1 | |
| 41522.0 SA2 | 41532.0 ITC3 | |

SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

DATE

7/14/04