

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Shared Services

POSITION CONTROL NUMBER
41530.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Integration & Implementation Svc. Manager

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 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	<p>As part of the Office of Information Technology (OIT), Service Delivery Division (SDD), Enterprise Shared Services (ESS) team, provides technical advice & direction to ESS senior administrators and customers regarding development of applications designed to promote electronic business in the State of Ohio including web based & service oriented architectures, web services, e-government (e.g., government to government, government to business & government to citizen) services as well as help desk operations for a 24X7 operations environment: maintains familiarity with existing applications/processes within this environment (e.g., Ohio Business Gateway, ePayment services); contributes to design & implementation of future shared services & technologies; assists in the evaluation of hardware & software products for inclusion in e-government architecture; proposes strategic planning ideas; develops tactical plans; assists in monitoring ESS project budgets; formulate & implements technical policies, procedures & standards; reports to manager of Integration & Implementation Services section within ESS & provides development assistance on ESS projects.</p>	<p>Knowledge of (1) LAN/WAN architecture & principles; (2) computer science or related field; (3) Internet hardware & software; (4) network operating systems & protocols, (5) project/ program management; (6) software development life cycle; (7) information systems analysis & design, (8) electronic commerce; (9) high-level information systems languages & software; (10) information technology architecture; (11) fiscal operations/budgeting; (12) customer relations management; (13) advanced relational database applications (e.g., SQL Server, .NET practices); (14) government structure & operation*; (15) agency policies & procedures*; (16) meeting management techniques. Skill in (17) use of personal computer; (18) originating position papers concerning the application of e-government technology. Ability to (19) deal with many variables & determine specific action; (20) read & interpret extensive variety of technical information systems material; (21) communicate effectively with agency representatives, large & small audiences on technical & non-technical issues; (22) interpret complex technical documents & position papers; (23) write status reports & policy documents; (24) effectively resolve service level issues with other agencies.</p> <p>*developed after employment</p>

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

Apd 7-10-06 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

6/27/06

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

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35	Performs project management involving contract staff, project team & ESS personnel: provides direction to project teams & facilitates coordination of technical issues between project teams & vendors; manages team of application subject matter experts & works with cross functional teams within OIT; manages project team with disparate skill sets; builds a team environment with peers; plans & coordinates resources; monitors report progress & serves as liaison between key project team members to deliver software products & application components; manages the specification, progress & delivery of work carried out by subcontractors & project team; identifies & manages project related risks so that the effect on functionality costs or delivery is minimized; assists lower-level staff in troubleshooting & isolating enterprise technology related problems; assists in determining staffing requirements for new ESS projects as directed.	Knowledge of 1, 2, 4, 5, 6, 8, 9,10, 11, 12, 13, 14*, 15*, 16 Skill in 17, 18 Ability to 19, 20, 21, 22, 23, 24
35	Directs the activities of software application development functions: champions high quality code & professional development habits & processes; provides project team leadership & assists with the design, implementation, testing, debugging & performance tuning of code as well as installs, deploys & administers web applications; contributes to the establishment of best practice software development methods & tools through SDD; assists in development of processes which improve ESS' capabilities in terms of Software Development Life Cycle (SDLC) & full cradle to grave software development & management; assists with project specification definition, project coordination & management, version control & bug tracking systems; ensures secure software development methods & best practices to protect against possible programming errors & hacker activity; researches, analyzes & resolves complex problems involving various agency initiatives & enterprise information technology programs related to ESS & the State of Ohio as a whole; re-engineers programs, troubleshoots & isolates problems, diagnoses problem components & takes corrective actions.	Knowledge of: 1, 2, 4, 5, 6, 8, 9,10, 11, 12, 13*, 14*, 15, 16, (25) information systems acquisition procedures*; Skill in 17, 18 Ability to 19, 20, 21, 22, 23, 24
10	Represents ESS at meetings with other government or agency officials, at conferences & on non-technical committees; participates in interviewing candidates for openings & making hiring decisions. Must submit to & pass personal background check & is overtime exempt	Knowledge of 1, 3, 5, 6, 16 Ability to 15, 16, 18, 21, 22, 23 *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

4/29/06

POSITION CONTROL NUMBER
41530.0

CLASS TITLE
Information Technology Consultant 3

CLASS NUMBER
64163

Apd 7-10-06 CB