

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Services Delivery Division

UNIT OR OFFICE
Enterprise Shared Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
GIMS Systems Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41507.0 Information Technology Consultant 3

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
45	<p>Works with Ohio Geographically Referenced Information Program (OGRIP) & Information Technology Governance Division's (ITGD) Policy Office to develop division-wide Geographic Information Management Systems (GIMS) policies, procedures, applications & programs. Administers division-wide programs including multi-participant GIS projects; supervises, develops & maintains Location Based Response System (LBRs); provides support to Multi-Agency Radio Communications System (MARCS) GIMS programs (e.g., meeting participation, GIS issue resolution, GIMS data acquisition strategies, data management, policy & procedure development). Evaluates overall personnel, contract services, hardware & software for entire program; confers with GIMS support services to ensure consistency with departmental GIMS standards; works with Geographic Information Systems Service Center (GISSC) & OGRIP to ensure that approaches to GIS implementation, data management & data distribution are consistent with each other, existing statewide standards/guidelines, & are leveraged to all GIMS programs (i.e., communicates with other state agencies, federal & local governments & coordinates collaboration of data development, access & acquisition of local government data to support MARCS & development of LBRs). Communicates with LBRs participating agencies & organizations (i.e., local & state government agencies) & MARCS GIMS program participating agencies (i.e., Ohio Dept. of Natural Resources, Ohio Dept. of Health, Ohio Dept. of Transportation, Emergency Management Agency, Ohio State Highway Patrol) staff & outside contractors to identify spatial data that should be captured in digital format & used to enhance division operations & fulfill scope of each project. Supervises lower-level GIMS staff.</p>	<p>Knowledge of (1) GIS (i.e., applications, design & implementation of geographic information); (2) creation of digital spatial databases; (3) GIS data input operations; (4) supervisory principles & techniques; (5) agency policies & procedures*; (6) employee training & development. Skill in (7) operation of personal computer & GIS &/or CADD software packages (e.g., ArcView, ArcINFO, GeoFile, Geomedia). Ability to (8) use research methods in gathering data; (9) prepare meaningful, concise & accurate reports; (10) maintain accurate records; (11) use statistical analysis; (12) handle sensitive contacts with users & consultants.</p> <p>*developed after employment</p>

POSITION CONTROL NUMBER
41560.0

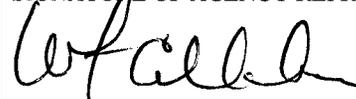
CLASS TITLE
GIMS System Administrator

CLASS NUMBER
85776

List Position Numbers and Class Titles of Positions Directly Supervised:

- 41503.0 Systems Analyst 2
- 41540.0 College Intern
- 41562.0 Programmer Analyst 3
- 41564.0 Programmer Analyst 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

5-26-05

Apd 6-14-05 CB

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30	Develops contract service agreements for data capture, data conversion, database design/development & GIS applications in cooperation with departmental GIS support services. Interacts with hardware & software vendors & local government officials in all 88 Ohio counties for procurement of services & maintenance contracts. In conjunction with Department of Administrative Services legal counsel & ITGD's Acquisition Section, develops statements of work & contract service agreements; provides scope development & negotiation; drafts Memorandums of Understanding; participates on evaluation teams for vendor selection. Oversees purchase & installation of GIMS hardware & software systems; monitors systems performance; manages application design & development for both programs in conjunction with GISSC.	Knowledge of 1, 2, 3, 5*, (13) GIS user interfaces; (14) state-level GIS/spatial data sets*; (15) GIS/spatial data management & administration. Skill in 7 Ability to 8, 9, 10, 11, 12
15	Performs system administration tasks on spatial databases: runs regular backups, develops & maintains user permissions for access to spatial data, develops & maintains GeoFile database maintenance applications, policies & procedures; develops & maintains LBRS database & application. Responds to all users of LBRS & MARCS GIMS programs & helps to resolve operational problems & other issues.	Knowledge of 1, 2, 3, 5*, (16) computer hardware systems; (17) Internet & web-based technologies. Skill in 7 Ability to 8, 9, 10, 11, 12, (18) interpret variety of technical computer manuals & documentation; (19) write GIS programming specifications & system documentation (e.g., GIS/spatial & attribute databases, GIS software adaptations); (20) communicate verbally on technical & non-technical matters.
10	Attends meetings & conferences regarding OGRIP, GIS & other related spatial technology. Maintains technical reference materials & GIS industry specific white papers.	Knowledge of 1, 5* Ability to 8, 9, 10, 12 *developed after employment

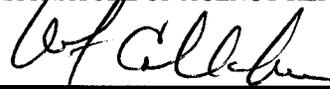
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