

# 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  
41568.0

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT 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 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>As part of Office of Information Technology (OIT)/Service Delivery Division (SDD)/Enterprise Shared Services (ESS) Section, provides technical advice &amp; direction to Enterprise Shared Services (ESS) Administrator &amp; senior staff on any &amp; all facets of enterprise information technology (IT) &amp; information systems operations related to Geographic Information Systems (GIS), web hosting services, e-government &amp; electronic commerce: formulates &amp; implements policies &amp; procedures &amp; works with SDD Security Officer &amp; Investment &amp; Governance Division Statewide IT Policy Unit to identify potential security &amp; IT issues; manages applications that impact e-government (e.g., government to government, government to business, government to citizens); manages large dollar (i.e., 1 million or more) projects; serves as consultant to senior ESS staff on overall analysis &amp; planning for geospatial data computer information systems; researches &amp; consults with state agency upper-level management &amp; ESS staff on broad spectrum of IT subjects (e.g., technical offerings, new products &amp; tools); responsible for development &amp; maintenance of state information technology architecture as it relates to ESS &amp; for statewide security initiatives; makes recommendations to state agency upper-level management regarding IT systems; assists ESS Administrator in IT coordination in state government, acquisitions, information systems operations &amp; fiscal/budgeting processes; directs &amp; supervises assigned staff (e.g., approves leave &amp; timesheets, evaluates performance, assigns work, identifies training needs); assists in strategy &amp; oversees design, development &amp; deployment of change management, configuration management, capacity management, release management &amp; application monitoring for ESS production environment.</p>	<p>Knowledge of (1) LAN/WAN architecture &amp; principles; (2) GIS applications in GIS design &amp; implementation; (3) network operating systems &amp; protocols; (4) network monitoring &amp; capacity planning techniques; (5) information systems analysis &amp; design; (6) high-level information systems language &amp; software; (7) fiscal operations/budgeting; (8) GIS application definition &amp; user interfaces; (9) GIS/spatial data management &amp; administration; (10) advanced GIS/spatial application development &amp; programming (e.g., ArcINFO, ArcView, ArcGIS, ArcIMS, IIS 7 Servlet Connectors); (11) geocoding administration (e.g., AddressBroker system); (12) supervision.</p> <p>Skill in (13) operation of GIS &amp;/or CADD software packages (e.g., ArcView, ArcINFO, GeoFile, Geomedia); (14) use of personal computer; (15) use of spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production &amp; distribution, user interface development); (16) managing large dollar (i.e., 1 million or more) projects; (17) managing applications that impact e-government (e.g., government to government, government to business, government to citizens). Ability to (18) deal with many variables &amp; determine specific action; (19) read &amp; interpret extensive variety of technical information systems material; (20) communicate verbally &amp; in writing on technical &amp; non-technical matters.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

41505.0 IT Mgr 2                      41550.0 IT Consultant 3  
41516.0 IT Mgr 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

5-26-05

Apd 6-14-05 CB

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AGENCY Office of Information Technology
DIVISION OR INSTITUTION Service Delivery Division
UNIT OR OFFICE Enterprise Shared Services

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41568.0

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County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION IT Consultant 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 41500.0 Data Systems Administrator
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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	Utilizes spatial data concepts (e.g. spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, data access, data distribution, user interface development) to develop & manage ESS & the GISSC projects, programs and applications: evaluates GIS programs & ensures consistency with GIS standards (e.g., personnel, contract services, hardware & software); assists in coordination of statewide GIS programs & strategic direction through Ohio Geographically Referenced Information Program (OGRIP); consults with agency personnel to determine project specifications; manages data access & data distribution for State of Ohio related to all spatial data holdings.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, (21) information systems acquisition procedures; (22) project/program implementation & management; (23) state-level GIS/spatial data sets that exist; (24) agency policies & procedures* Skill in 13, 14, 15, 16, 17 Ability to 18, 19, 20
20	Represents ESS at meetings with other government or agency officials, at conferences & on technical committees;	Knowledge of 1, 2, 3, 4, 6, 7 Skill in 14 Ability to 14, 15, 18, 19, 20
10	Researches, analyzes & resolves complex problems involving various agency initiatives & enterprise IT programs related to ESS & State of Ohio as a whole: troubleshoots & isolates problems & takes corrective actions; assists lower-level staff in troubleshooting & isolating enterprise technology related problems.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 Skill in 13, 14, 15, 16, 17 Ability to 18, 19, 20  <u>Position Specific Minimum Qualifications</u> 18 mos. exp. or 18 mos. trg. in managing large dollar (i.e., 1 million or more) projects; 18 mos. exp. or 18 mos. trg. in managing applications that impact e-government (e.g., government to government, government to business, government to citizens); 24 mos. exp. or 24 mos. trg. in utilizing spatial data concepts (e.g., spatial data analysis, integration, integrity assurance, quality control, data verification, data conversion, production & distribution, user interface development) to develop & manage GIS projects, programs & applications.  *developed after employment

CLASS TITLE  
Information Technology Consultant 3

CLASS NUMBER  
64163

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41505.0 IT Mgr 2	41550.0 IT Consultant 3
41516.0 IT Mgr 2	

SIGNATURE OF AGENCY REPRESENTATIVE  
*[Signature]*

DATE  
5-26-05