

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Computing

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
IT Manager 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
41800.0 Data Systems Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
65	<p>Under general direction of Service Delivery Division (SDD), Enterprise Computing Administrator, supervises multiple units responsible for performing systems analysis &amp; design of system integration across multiple platforms, IBM system administration &amp; analysis, DASD &amp; tape storage administration, enterprise computer operations &amp; operations analysis, enterprise print services, performance monitoring, &amp; automation management: provides operating system support in the IBM environment, security, &amp; hardware configuration support; oversees installation of performance monitoring &amp; automation management software; Oversees tasks relating to DASD &amp; tape storage management; promotes the concept of enterprise solutions &amp; management; reviews &amp; interprets system documentation &amp; test results to determine appropriate course of action; assists in establishing program area goals, objectives &amp; associated performance measures by which to measure compliance; determines staffing requirements for unit; provides effective leadership, promoting a team atmosphere with subordinates, peers, management &amp; customers; assigns work &amp; prioritizes assignments as they relate to projects undertaken by the unit; establishes specific goals for each subordinate, evaluates employee performance &amp; establishes measures by which performance can be measured; provides training for staff concerning both technical &amp; personnel issues; develops training curriculum for individual employees facilitating staff development &amp; education in developing technologies; provides technical assistance to staff in resolving complex issues (e.g., IBM based systems, DASD &amp; tape storage administration, performance monitoring, &amp; automation management); establishes, &amp; ensures compliance with previously established, policies, procedures &amp; standards; develops reports on performance indicators reflective service offerings; develops &amp; maintains processes to ensure adequate backup &amp; recovery procedures for platform; plans &amp; participates in testing these procedures on a regular basis.</p>	<p>Knowledge of (1) management; (2) work-force planning; (3) employee training &amp; development; (4) supervision; (5) human relations; (6) computer science or related field; (7) Windows/NT &amp; VMS operating systems &amp; TCP/IP; (8) computer &amp;/or network hardware, software, operating systems &amp; procedures; (9) computer systems analysis &amp; design; (10) project management; (11) computer programming standards &amp; methods.</p> <p>Skill in (12) operation of microcomputers &amp; peripheral equipment.</p> <p>Ability to (13) define problems, collect data, establish facts &amp; draw valid conclusions; (14) interpret variety of instructions in written, oral, picture, or schedule form; (15) interpret extensive variety of technical material in books, journals, manuals &amp; audiovisual form; (16) deal with non-verbal symbols in formulas, equations or graphs; (17) deal with many variable &amp; determine specific actions; (18) originate instructions &amp; specifications concerning proper use of computer hardware &amp; software; (19) prepare meaningful, concise &amp; accurate reports; (20) cooperate with co-workers &amp; others on group projects; (21) communicate verbally on technical &amp; non technical matters; (22) establish friendly at atmosphere as supervisor of unit.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

- |                         |                             |
|-------------------------|-----------------------------|
| 41873.0 Sys Prog Spvr 1 | 41890.0 IT Mgr 2            |
| 41876.0 IT Mgr 2        | 41900.0 Computer Opns Mgr 3 |
| 41881.0 Sys Prog Spvr 2 | 41951.0 Computer Opns Mgr 3 |
| 41885.0 Sys Prog Spvr 2 |                             |

*Gregory L. Mounts*

DATE  
4/19/06

POSITION CONTROL NUMBER  
41870.0

CLASS TITLE  
Information Technology Manager 2

CLASS NUMBER  
64133

*Apr 5-1-06 CB*

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25	Evaluates industry trends & new technologies & proposes long range plans for enhancements to IBM platforms, DASD & tape storage solutions, enterprise computer operations & operations analysis, enterprise print services, performance monitoring, & automation management; evaluates customer agency strategic IT plans & determines support requirements; participates with areas within DAS/OIT & other agencies in evaluating systems & proposing solutions to technical problem; reviews proposed system designs & determines efficiency of hardware & software in supporting such systems; researches cost & considers available funding in determining successful systems designs; recommends software & hardware for acquisition; participates in preparation of unit budget & rate setting; prepares Service Business Plans for new or modified services; prepares Service Rate Models including the development of individual service rate; monitors unit expenditures & revenues monthly; ensures effective fiscal controls for the unit; prepares budget for implementation of systems; participates in negotiation of contracts & purchases related to the unit.	Knowledge of 1, 4, 5, 6, 7, 8, 9, 10, 11, (23) budgeting Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21
10	Establishes & maintains contact with areas within DAS/OIT & throughout other state agencies in determining customer requirements for additional services & in providing enhancements & support for existing systems; promotes a customer centric service delivery; works with vendors in acquiring product information & services to support new & existing computer systems; provides training to users regarding new systems & advances in technology; develops technical specifications for inclusion in Service Level Agreements (SLA) between the unit & customers; attends seminars &/or classes to stay current with new technologies; prepares & delivers presentations.	Knowledge of 5, 6, 7, 8, 9, 10, 11 Skill in 12 Ability to 13, 14, 15, 16, 17, 18, 19, 20, 21

Must submit to & pass personal background check & is overtime exempt.

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- 41876.0 IT Mgr 2
- 41881.0 Sys Prog Spvr 2
- 41885.0 Sys Prog Spvr 2
- 41890.0 IT Mgr 2
- 41900.0 Computer Opns Mgr 3
- 41951.0 Computer Opns Mgr 3

*Gregory H. Mounts*

DATE

4/18/00

Opd 5-1-06 CB