

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Deputy Director's Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Assistant Deputy Director

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60000.0 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
30	Administers multiple sections of Investment & Governance Division (IGD): acts for Deputy Director during absences; develops & implements policies & procedures; participates in department budget planning & preparation & monitors fiscal activities; works with office administrators to provide direction for office budgets & plans; resolves most complex computer & administrative problems; assists Deputy Director in negotiating contracts with vendors to provide technology expertise & information for the state; writes proposals & prepares reports for Deputy Director; assists in establishing goals & objectives for IGD; supervises major section managers (i.e., Enterprise Project Management Office, Business Office, Project & Development Support) & determines staffing requirements; plans & develops effective development activities to increase employees' skills & competencies; establishes performance goals & objectives; completes performance evaluations & evaluates attainment of employee performance goals & objectives; uses appropriate interpersonal styles & methods to inspire & guide staff toward goal achievement; approves/disapproves leave & provides staff training programs.	Knowledge of (1) computer science (e.g. computer hardware/software applications, industry equipment standards); (2) project management; (3) budgeting; (4) government structure & process*; (5) agency policies & procedures*; (6) public relations; (7) staff development & training; (8) supervision; (9) hiring practices & interviewing; (10) contract development & negotiation; Skill in (11) operation of a personal computer & associated hardware/software; Ability to (12) manage senior staff; (13) evaluate multiple variables & determine specific course of action; (14) communicate technical information to broad audiences verbally & in writing; (15) use statistical analysis; (16) foster environment of morale & cooperation as division head; (17) prepare meaningful, concise & accurate reports & proposals.
30	Manages the Enterprise Project Management Office (EPMO): assists in establishing goals & objectives for EPMO; monitors projects; supports project management tools; provides project management reports; works with technical staff to successfully utilize technology for EPMO program areas & stays abreast of current developments & trends in information technology (IT) related EPMO activities; provides regular reports to IGD Deputy Director on status of programs & projects; performs analysis & problem assessment of programs; develops alternative courses of action based on logical assumptions & factual information; establishes course of action for self & direct reports to accomplish office & IGD goals; negotiates contracts with various vendors to provide program information & support; manages contracts & measures value provided on an ongoing basis; monitors work of contract employees;	Knowledge of 1, 2, 3, 4 *, 5 *, 6, Skill in 11 Ability to 12, 13, 14, 15, 16, 17 *developed after employment.

List Position Numbers and Class Titles of Positions Directly Supervised:

60003.0 College Intern 60100.0 Fiscal Officer 3
60008.0 IT Consultant 3 60408.0 IT Consultant 3

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

11-27-06

POSITION CONTROL NUMBER
60004.0

CLASS TITLE
Data Systems Administrator

CLASS NUMBER
64135

Cpd 11-28-06 CB

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30	Represents IGD & leads special project efforts with the Multi-Agency Chief Information Officers Council: collaborates with agency personnel to expand the participation of enterprise initiatives such as IT project management certification, application management, & project portfolio management.	Knowledge of 1, 2, 3, 4 *, 5 *, 6, Skill in 11 Ability to 12, 13, 14, 15, 16, 17
10	Represents agency in local or national conferences & information technology meetings: prepares correspondence; meets & works with peers in other states & federal government; stays current on emerging trends & technologies.	Knowledge of 1, 2, 3, 4 *, 5 *, 6, Skill in 11 Ability to 12, 13, 14, 15, 16, 17
Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*developed after employment.

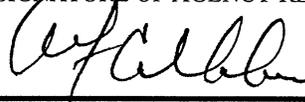
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