

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance

UNIT OR OFFICE
Enterprise IT Policy

POSITION CONTROL NUMBER
60310.0

CLASS TITLE
Information Technology Manager 2

CLASS NUMBER
64133

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State IT Policy Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60300.0 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
70	<p>Directs & manages state information technology (IT) policy section in Office of Statewide IT Policy. Supervises IT policy staff & participates in interview, selection & evaluation of staff in addition to staff career development & training; participates in long-range planning & assists in budget preparation for Office of Statewide IT Policy; recommends new & modified legislation, administrative rules & policies relating to acquisition, distribution & use of information technology. Works with assurance partners to establish mechanisms for state IT policy compliance; determines & facilitates methods of distribution, awareness, promotion & utilization of state IT policies; performs research, evaluation & development of statewide enterprise information technology policies by which state agencies acquire & use information technology systems & services. Facilitates structured meetings with state agency directors, information technology administrators, division management & legal counsel to evaluate state information technology policies & plans using established project management methodologies; prepares project plans to identify tasks, resources, milestones & deliverables that support policy development. Conducts policy development research utilizing various sources (e.g., Internet, technical manuals, national & state-level organizations, research advisory services, structured work sessions & interviewing); Conducts surveys to gather information for policy development; documents findings/conclusions & writes reports & policies; responds to queries & questions regarding state IT policy; researches policy waiver requests & recommends disposition.</p>	<p>Knowledge of (1) information technology or related field; (2) supervisory principles/techniques & staff management; (3) computer &/or network hardware, software, operating systems & procedures; (4) high-level computer programming language; (5) computer systems analysis & design; (6) project management; (7) writing standards & style guides relating to information technology policy development & writing; (8) technical research practices & resources to develop & write enterprise technology policies; (9) structured meeting facilitation; (10) public speaking practices & techniques. Skill in (11) operation of microcomputers & peripheral equipment; (12) office suite software (e.g., MS Office); (13) conducting research to locate appropriate technical resources for development of policies, white papers, standards, opinions, presentations. Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) interpret variety of information, environmental trends & business requirements in written or oral form; (16) interpret variety of technical material in books, journals, manuals & audiovisual form; (17) deal with many variables & determine specific action; (18) write meaningful, concise & accurate reports; (19) communicate verbally on technical & non-technical matters.</p>

List Position Numbers and Class Titles of positions directly supervised:
 60312.0 Systems Analyst 3
 60314.0 Systems Analyst 2
 60316.0 Systems Analyst 2
 60318.0 Systems Analyst 1

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Mary F Carroll

8/17/04

Apr 6/30/04 CB

