

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Contract Management

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Data Systems Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 60000.0 Deputy Director 6

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
65	<p>On behalf of Investment & Governance Division Deputy Director, administers Contract Management Section (i.e., contracts for data processing hardware, software, communication systems & services for all agencies within state): consults with state agencies on creation & implementation of strategic plans relating to procurement of data processing, hardware, software, communication systems & services; develops & implements policies, procedures & standards for acquisition of statewide assets; evaluates hardware & software needs of state agencies; resolves &/or assists in resolving most complex & technical problems regarding procurement process; supervises lower-level supervisors & administrative support staff; determines section staffing needs; reviews & administers training & promotional opportunities; prepares & monitors budget for section; reviews & approves section expenditures; establishes section goals & objectives.</p>	<p>Knowledge of (1) reviewing, analyzing, evaluating & approving formal requests for proposals (RFPs); (2) large complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems; (3) purchasing/procurement process & documentation for complex data processing hardware, software & consulting services; (4) contract terms & conditions for acquisition of hardware, software & consulting/ integration services; (5) project management/project lifecycles; (6) budget preparation & fiscal control; (7) employee training & development; (8) supervision principles; (9) agency policies & procedures*; (10) government structure & process*; (11) multi-platform computer hardware, software & communication systems analysis & design; (12) purchasing authorities*; Skill in (13) technical writing; (14) operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics). Ability to (15) communicate technical & non-technical information verbally & in writing; (16) deal with many variables & determine specific action; (17) develop complex reports & position papers; (18) determine project viability; (19) define problems, collect data, establish facts & draw valid conclusions; (20) interpret a variety of technical material in books,</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

- 60502.0 Exec Secretary 1
- 60510.0 IT Consultant 3
- 60520.0 Admin Assist 4
- 60524.0 Comp Acq Anl 2
- 60526.0 Comp Acq Anl 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

8-11-06

POSITION CONTROL NUMBER 60500.0
 CLASS TITLE Data Systems Administrator
 CLASS NUMBER 64135

8-14-06 CJB

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION Investment & Governance Division
	UNIT OR OFFICE Contract Management

POSITION CONTROL NUMBER 60500.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Data Systems Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 60000.0 Deputy Director 6		
	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 Directs & manages contracts of vendors who provide data processing hardware, software, communication systems & services: assists state agencies with Request for Proposals (RFPs), Invitations to Bid (ITBs), & associated contract amendments; manages negotiation & maintenance of state term schedules & statewide master maintenance agreements for data processing hardware, software & service procurements; assists state agencies in developing evaluation processes for RFPs & ITBs.	journals & manuals; (21) proofread technical documents, recognize errors & edit for publication; (22) gather, collate & classify information about data, people or things; (23) establish friendly atmosphere as supervisor of work unit; (24) analyze agency business needs & propose alternative solutions; (25) determine appropriate procurement methods; (26) direct, coordinate & monitor unit activities; (27) determine staffing & work assignments to best utilize available human resources; (28) interpret & apply strategic plans to agency business needs; (29) establish & sustain beneficial business relationships; (30) handle sensitive inquiries from & contacts with officials & general public; (31) resolve complaints from angry citizens & government officials. Knowledge of 1, 2, 3, 4, 5, 6, 9*, 10*, 11, 12 Skill in 13, 14 Ability to 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 28, 29, 30, 31.	
		15 Advises Deputy Director on all complex data processing procurements: advises & interacts with state agency officials on procurements; represents agency at meetings & conferences regarding contract management initiatives.	Knowledge of 1, 2, 3, 4, 5, 6, 9*, 10*, 11, 12 Skill in 13, 14 Ability to 15, 17, 19, 20, 21, 22, 29, 30, 31	
		Position is overtime exempt.	*developed after employment	
CLASS NUMBER 64135	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	60502.0 Exec Secretary 1 60510.0 IT Consultant 3 60520.0 Admin Assist 4	60524.0 Comp Acq Anl 2 60526.0 Comp Acq Anl 2		
			DATE 8-11-06	

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