100-600R

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Office of the State Chief Information Officer

UNIT OR OFFICE
Digital Government

POSITION NUMBER
61204.0

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Change Manager for State Portal

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
61203.0 Information Technology Consultant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
Intermittent up to 1000 hours per fiscal year

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Acts for Digital Government Coordinator (DGC) to assist in administration of State Portal program: formulates & implements policies & procedures; reviews proposals of operations unit & other interested parties & makes recommendations to DGC; represents DGC at meetings & conferences with state, federal & community agencies; speaks for DGC on policy matters; assumes responsibility & authority in administrator's absence.	Knowledge of (1) business administration; (2) public speaking; (3) Digital Government policies & procedures*; (4) State Portal program*; Skill in (4) operation of personal computer & associated hardware/software (e.g., MS Office, DreamWeaver); Ability to (5) define problems, collect data, establish facts & draw valid conclusions; (6) communicate effectively orally & in writing;
70	Analyzes & evaluates requested changes and updates to state portal to determine best approach for implementation; implements changes or updates to the web sites using web development software (e.g., Dreamweaver); works with Office of Information Technology, Service Delivery Division, Enterprise Shared Services operations team to ensure appropriate compliance with Shared Hosting Service policies & procedures.	Knowledge of 1, 2, 3, (7) change management; (8) web site development; Skill 4 Ability to 5, 6
	Position is unclassified service per 124.11(A)(29) of Ohio Revised Code.	*developed after employment

JOB CODE TITLE
Administrative Assistant 4

JOB CODE
63124

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
12-7-06

Appd 12-11-06 OB