

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Shared Services

POSITION NUMBER  
20006329 (41500.0)

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  
20006009 (41000.0) 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
40	<p>Administers &amp; superintends strategic planning process &amp; daily operations of Enterprise Shared Services (ESS) section, including Geographic Information Systems Support Center (GISSC)/Ohio Geographically Referenced Information Program (OGRIP), Implementation &amp; Integration (I&amp;I) unit, Research &amp; Development (R&amp;D) unit and Operations unit [i.e., maintains operations for GISSC, e-Government's Ohio Business Gateway (OBG), web hosting services (e.g., Ohio Portal &amp; Ohio Server) &amp; Electronic Commerce Center (ECC)]; develops &amp; implements policies, procedures &amp; standards addressing personnel, business practices &amp; systems issues, government to government, government to business &amp; government to citizen initiatives; manages major projects within entire ESS organization; establishes program area goals, objectives &amp; associated performance measures &amp; ensures compliance; establishes &amp; manages program &amp; organizational structure to ensure long-range &amp; strategic plans are incorporated into daily operations; ensures timely implementation of applicable sections of strategic plan; reviews strategic plans of other agencies in determining direction &amp; development efforts; supervises lower-level information technology (IT) managers, other IT staff &amp; support personnel; determines staffing requirements (e.g., number of staff needed, classifications); sets workload priorities; establishes specific goals for each subordinate; establishes performance measures &amp; evaluates employee performance; develops training curriculum for staff; acts on behalf of Service Delivery Division Administrator during absences.</p>	<p>Knowledge of (1) project management; (2) agency policies &amp; procedures/government structure &amp; process*; (3) computer science; (4) geographic information systems; (5) global positioning systems (GPS); (6) satellite imagery, remote sensing, geocoding &amp; emerging spatial technologies; (7) budgeting/accounting; (8) supervision techniques; (9) meeting management practices; Skill in (10) operation of personal computer &amp; associated hardware/software; Ability to (11) define problems, collect data, establish facts, draw valid conclusions; (12) comprehend &amp; discuss highly abstract material; (13) communicate verbally &amp; in writing on technical &amp; non-technical matters; (14) deal with many variables &amp; determine specific action; (15) GIS application development spatial technologies; (16) manpower planning; (17) employee training; (18) manage technical staff.</p> <p>*developed after employment</p>

List Position Numbers & Class Titles of Positions Directly Supervised:

- |                             |                          |
|-----------------------------|--------------------------|
| 20006330 (41501.0) AA 3     | 20006346 (41530.0) ITC 3 |
| 20006334 (41507.0) ITC 3    | 20006353 (41550.0) ITC 3 |
| 20006335 (41510.0) IT Mgr 2 | 20006358 (41568.0) ITC 3 |

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mounts*

3/19/07

JOB CODE  
64135

JOB CODE TITLE  
Data Systems Administrator

Apd 4-3-07 CB

<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 Service Delivery Division
	UNIT OR OFFICE Enterprise Shared Services

POSITION NUMBER 20006329 (41500.0)	<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 20006009 (41000.0) 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
40	Performs other related administrative duties: prepares budgets; promotes customer centric service delivery; reviews business plans & recommendations to determine acceptability of requests; provides leadership in resolving technical & administrative problems (e.g., major personnel problems & human resource issues); writes or approves proposals for equipment or contract services; develops contracts & monitors encumbrances & expenditures to ensure fiscal controls; reviews & reports on work progress as required; supervises contract employees to monitor & evaluate performance & achievement of established goals.	Knowledge of 1, 2*, 7, (19) computer system analysis & design; (20) hardware/software evaluation; (21) marketing; (22) public relations; Skill in 10 Ability to (23) collaborate with diverse groups; (24) originate meaningful and accurate documents involving complex subject matter; (25) evaluate multiple variables and determine specific course of action; (26) use proper research methods in gathering data.
20	Performs other related duties as needed: represents management in conferences with federal, state & county officials; prepares & delivers speeches & presentations before professional organizations & legislative bodies; maintains contact with other state agencies in order to obtain ongoing assessments of system & production; attends &/or facilitates staff/team meetings.	Knowledge of 2, 22 Skill in 10 Ability to (27) prepare & deliver presentations to technical & non-technical audiences.
Position is overtime exempt.		*developed after employment

App 4-3-07 CB

List Position Numbers & Class Titles of Positions Directly Supervised: 20006330 (41501.0) AA 3      20006346 (41530.0) ITC 3 20006334 (41507.0) ITC 3      20006353 (41550.0) ITC 3 20006335 (41510.0) IT Mgr 2      20006358 (41568.0) ITC 3	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory L. Mounts</i>	DATE 3/19/07
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JOB CODE  
64135

JOB CODE TITLE  
Data Systems Administrator