

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY Office of Information Technology
DIVISION OR INSTITUTION Service Delivery Division
UNIT OR OFFICE Unified Network Services

POSITION NUMBER
20006010 (41001.0)

State Agency
 County Agency
 New Position
 Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION Unified Network Services Administrator	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006009 (41000.0) Deputy Director 6
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NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m. Page 1 of 2

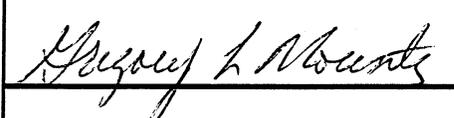
JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE
Data Systems Administrator

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Serves as Administrator for Unified Network Services responsible for managing the state's wired & wireless communication infrastructure, encompassing the existing Network Services and Multi-Agency Radio Communications System (MARCS) operations: establishes & develops strategic telecommunications (i.e., both wired & wireless) vision & direction, including network & systems management; superintends services contracted &/or provisioned by state agencies, boards, & commissions; prepares necessary budgetary documentation, technical & administrative reports, & information technology plans; drafts & reviews enterprise policies &/or procedures that support the overall management & direction of network related services to state agencies, boards, & commissions; develops & monitors budget for section.	Knowledge of (1) management; (2) public relations; (3) government structure & processes*; (4) agency policies & procedures*; (5) budgeting; (6) computer hardware, mainframe, personal computers, networks & software of all manufacture & technology; (7) computer & mobile radio industry; (8) workforce planning; Skill in (9) operation of personal computer & associated hardware/software; Ability to (10) evaluate multiple variables & determine specific course of action; (11) communicate complex technical & non-technical matters verbally & in writing; (12) prepare & deliver speeches before specialized audiences & general public; (13) understands written & verbal instructions technical in nature.
25	Administers the design & implementation of voice, data, video, & converged services for state government: conducts periodic assessments of agencies' network needs & develops strategic proposals & business plans for procurement & development of services & products to meet identified needs; ensures that efficient statewide network services are developed, implemented & maintained based on customer needs, technological enhancements, & budgetary constraints; meets with vendor community on a regular basis; directs & manages vendor & supplier services to meet customer demand; maintains service level agreements with vendors & customers; develops & reviews reports to measure & evaluate customer satisfaction; ensures all customers are provided professional, courteous, & timely support & service.	Knowledge of 1, 2, 3*, 4*, 5, 6, 8, (14) computer science; (15) computer communications technology; (16) project management; Skill in 9 Ability to 10, 11, 13, (17) resolve complaints from angry customers & government officials.

*developed after employment

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised: 20006359 (41600.0) Data Sys Adm 20006384 (41700.0) Data Sys Adm	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/7/07
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Upd 3-17-07 CB

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Franklin

USUAL WORKING TITLE OF POSITION
Unified Network Services Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006009 (41000.0) Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Supervises technical administrators: determines section staffing needs; reviews & completes evaluations of personnel; administers training & staff development functions; resolves major personnel problems.	Knowledge of 1, 2, 3*, 4*, 5, (18) supervision techniques; (19) employee training & human resource development; Skill in 9 Ability to 10, 11, 13.
10	Advises Deputy State Chief Information Officer, agency representatives, vendors & other stakeholders on technical issues, trends & future requirements: represents management in conferences with federal, state, & local agencies; represents agency & all state government before Public Utilities Commission of Ohio, Federal Communications Commission, National Association of State Telecommunications Directors, & at professional meetings & conferences.	Knowledge of 1, 2, 3*, 4*, 5, 6, 8, (20) computer science; (21) computer communications technology; (22) project management Skill in 9 Ability to 10, 11, 13.
Must submit to & pass personal background check & is overtime exempt.		*developed after employment

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised:

20006359 (41600.0) Data Sys Adm
20006384 (41700.0) Data Sys Adm

SIGNATURE OF AGENCY REPRESENTATIVE

Gregory L. Monte

DATE

3/7/07

Upd 3-19-07 CB