

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Risk Management Services

POSITION NUMBER
20006324 (41200.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Security 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.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Oversees strategic & tactical planning, policies, procedures, standards, service level agreements & service offerings for division. Oversees development, review, maintenance & distribution of strategic planning documents, policies, procedures & guidelines; & develops service level agreements with customers. Oversees disaster recovery section: planning & recruitment of all hardware, software & services & coordination of disaster recovery testing & other projects.	Knowledge of (16) agency & division policies & procedures*; (17) Service Level Agreements; (18) disaster recovery planning methodology Skill in 10 Ability to 12, 15, 16
5	Performs other related duties as required: conducts meetings & presentations to educate staff & promote SDD training & awareness of IT security matters & policies; provides security cost & resource estimates for input into budget process; monitors availability of grant funding opportunities & heads efforts to secure grant funding for IT security programs. Must submit to & pass personal background check & is overtime exempt.	Knowledge of 2, 4, 6, 7, 8, (17) public speaking techniques & practices; (18) meeting facilitation; Skill in 10; Ability to 12, 13, 15, 16.

JOB CODE TITLE
Data Systems Administrator

JOB CODE
64135

List Position Numbers and Class Titles of Positions Directly Supervised:
20006325 (41202.0) IT2 20006327 (41206.0) IT3
20006326 (41204.0) IT3 20006328 (41208.0) IT2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory L. Mounts

7/13/16

App 7-21-06 CB