POSITION DESCRIPTION

		AGENCY/DEPT ID State Library of Ohio/LIB120000
DIVISION OR INSTITUTION Administration	UNIT OR OFFICE Information Systems and Technology	COUNTY OF EMPLOYMENT Franklin
This row is for Information Technology classifications ONLY	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)

JOB CODE 64131	JOB TITLE (CLASSIFICATION) Data Systems Manager	POSITION NUMBER 20010324	PAY RANGE 16
USUAL WORKING TITLE OF POSITION Chief Information Officer		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR 20010314 - Executive Director 4	
☒Reclassification	☐New Position	☒Update	☐Position Hyperlinked to Agency Organizational Tree
☒Permanent ☐Temporary ☐Intermittent	☐Classified ☒Unclassified ☐Essential	Overtime: ☐Eligible / ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22-EXEMPT

NORMAL WORKING HOURS (Explain unusual or rotating shift):
7:00 AM – 6:00 PM Monday through Friday as set by supervisor. Some evening & weekend work required. Some overnight travel required.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance *These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.*	Knowledge Skills & Abilities
70	Serves as agency Chief Information Officer & Chief Privacy Point of Contact for agency (i.e. advises & sets technology direction for agency; directs & coordinates operation of all State Library IT services & projects; plans & designs IT Infrastructure/Architecture; prioritizes agency-wide IT projects and tasks; coordinates IT budgeting requirements for State Library, OPLIN & SEO systems (e.g. IT ALPS system, IT Workforce Plan); develops & maintains agency IT Disaster Recovery Plans; establishes & enforces agency procedures, policies & standards (e.g. Agency Privacy & Security Policy, Network Security Policy, Protecting Privacy Policy, etc.); provides technological guidance within agency; assesses & anticipates technology projects & recommends appropriate action & resources; creates cost-benefit analyses for acquiring new systems &/or changing existing systems; advocates for State Library during changes and consolidation of services by DAS OIT; manages & oversees detailed data requirements & agency workflows; manages agency IT projects, portfolios, & vendor relationships).	Knowledge: computer science, business or public administration; data processing; computer systems analysis & design; network administration & network technology; employee training & development; supervisory princi-ples/techniques; project & program management; budgeting; administration & management; customer & personal service; personnel & human resources. Skills: operation of computer terminals & peripheral equipment; reading comprehension; active listening; critical thinking; complex problem solving; social perceptiveness; judgment & decision making; monitoring; writing; coordination; speaking. Abilities: deal with many variables & determine specific action; communicate verbally & in writing on complex technical & non-technical matters; written comprehension & expression; oral comprehension & expression; deductive & inductive reasoning; near vision; speech clarity. Competencies: customer focus; establishing & maintaining interpersonal relationships. **(*) Developed after employment.** **THIS POSITION IS UNCLASSIFIED PER ORC 124.11 (A) (7) (B).**
20	Manages day-to-day operations of IT department (i.e. directs staff who perform administrative computing, networking, user services, telecommunications & other information technology functions; determines, delegates & assigns duties; selects, orients, trains & develops staff; communicates expectations; sets goals & objectives; manages & evaluates performance; approves time records & requests for time off; resolves complaints, coaches, counsels, disciplines &/or terminates staff in compliance w/applicable bargaining unit contract; mentors staff & establishes effective teams)	
10	Serves as agency representative at conferences, workshops & seminars as assigned; attends seminars &/or classes & conducts research to stay abreast of IT trends & technologies; conducts staff meetings; prepares & delivers technology-related presentations; performs other work related duties as assigned by State Librarian.	

LIST PN & CLASS TITLE OF POSITIONS DIRECTLY SUPERVISED.	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20010371 – Information Technologist 2 20010374 – Infrastructure Specialist 2 20010375 – Infrastructure Specialist 3 20010376 – Infrastructure Specialist 1	Beverly L. Cain	2/24/2015