

Franklin County Board of Commissioners
Classification Specification & Job Description

<u>CLASSIFICATION TITLE:</u> Sr. IT Manager	<u>CLASS NUMBER:</u> 80044	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office on Aging	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N20	<u>POSITION CONTROL #:</u> 111002
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director(112000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> IT Support Analyst (111003) IT Systems Administrator (111007) Programmer/Analyst 5 (111006)		

CLASSIFICATION PURPOSE:

The primary purpose of the Senior Information Technology Manager classification is to oversee information technology for the agency. Develop policies and procedures. Assist in preparing the department budget. Supervise agency IT staff.

JOB DUTIES:

Align IT to agency objectives and strategies. Develop overall business plan for IT in order to support organizational growth and efficiencies. Work with agency leadership in order to plan and implement agency-wide initiatives. Optimize costs of IT services through a mix of internal and external resources to maximize budget.

Research, plan, develop, maintain, and support agency intranet, websites, and related databases. Perform professional and technical work in the development, implementation, maintenance, management and monitoring of county networks, computer systems, and software applications. Plan, test, deploy, install, maintain, and support domains, servers, enterprise, and desktop applications. Supervise assigned staff. Define the agencies IT goals for the short, medium and long term. Coordinate with supervisory staff to implement IT business model. Work closely with fiscal and possess an understanding of county finance.

Use various management and quality assurance strategies to improve the IT functions of organization, and to input controls and changes. Use research tools, operations analysis, data processing, statistics and economics to accomplish goals. Apply organizational theories to solve various IT business issues. Foresee future opportunities for improvement. Improve quality and productivity by streamlining IT systems and processes. Make sound decision-making practices. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge budgeting; management; work force planning; safety practices; public relations; agency policy and procedures; business; electronic data processing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; understand system of mechanical or other procedures; add, subtract, multiple and divide whole numbers; use statistical analysis; understand manuals and verbal instructions technical in nature; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in information technology, information systems, computer science or related field with four (4) years of progressively responsible experience in network administration, project management, information technology, hardware or software management; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards and coordinating activities.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date