

POSITION DESCRIPTION		AGENCY/DEPT ID HFA 850000	
DIVISION OR INSTITUTION Ohio Housing Finance Agency	UNIT OR OFFICE Information Technology	COUNTY OF EMPLOYMENT Franklin	
<i>This row is for Information Technology classifications ONLY</i>	PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)	
<i>This row is for Program Administrators & Project Managers ONLY</i>	Identify Program or Project	Estimated Duration of Project	

POSITION NUMBER 20067394	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Application Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20067305 Chief Information Officer (Administrative Staff)	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Professional	
			Bargaining Unit 99	
			1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
35	Under general direction of Chief Information Officer (CIO), manages application needs of the Ohio Housing Finance Agency (OHFA); facilitates the design, architecture, and development of application systems (e.g., .NET), which are designed to provide value to OHFA; works closely with other groups to determine needs and coordinate plans and activities, including facilitating specific development projects, software upgrades, and installation of new products; strives to achieve the most efficient mix of system design and software development tools to maximize the most cost-effective use of Information Technology (IT) resources; evaluates and recommends development tools for use within the applications development environment; ensures the integrity of and oversees changes to the application servers and databases; assists in writing technology-related request for purchases (RFPs) and leads/participates in RFP evaluation teams; forecasts development needs and assists in developing the IT strategic plan; assists in preparation of annual IT budget; acts on behalf of CIO as requested (e.g., directs infrastructure team in absence of CIO; attends meetings on behalf of CIO).		Knowledge of: (1) Budgeting, (5) Management, (10) Safety Practices (e.g., cyber security), (11a) Public Relations, (11b) Human Relations, (12) Office Management, (13b) Agency Policies & Procedures (e.g., OHFA standard operating policies, RFP procedures)*, (22) Electronic Data Processing (e.g. Local Area Network [LAN], wide area network [WAN], Citrix, Telerik, Hypertext Preprocessor [PHP]), (K1) Technical or Business Writing (e.g., RFP), (K2) Vision, Mission & Goals of the Agency*; Skilled in: (25b) Work Processing (e.g., Microsoft Office Suite), (29) Equipment Operations (e.g., computer terminal & peripheral equipment, servers, LAN support & Windows environment, Internet-based applications & SQL, Visual Basic & Sharepoint Services); Ability to: (30r) Deal with many variables & determine specific action, (31h) use statistical analysis, (32t) use proper research methods in gathering data, (32ww) write & edit computer program, system documentation & instruction manuals, (33e) gather, collate & classify information about data, people or things, (34c) cooperate with co-workers on group projects, (34f) handle sensitive inquiries from & contacts with officials & general public.	
65	Supervises and manages application team: provides management and direction for the application development group including setting priorities, assigning projects, and coordinating and reporting of group activities; oversees the management of the full life cycle of technology projects, from requirements gathering to delivery, ensuring projects are completed on time and within scope and budget; serves as a source of documentation and standards to help determine the activities of the application team; guides and mentors developers, conducting		Knowledge of: 5, (6) Labor Relations*, (7) Workforce Planning, (8a) Employee Training & Development, (9b) Supervision, 11a, (11b) Human Relations, (13a) Office Practices & Procedures (OHFA), 13b*, 22, K2*; Skilled in: 25b, 29; Ability to: 30r, 31h, (32k) complete routine forms, (32p) interview job applicants effectively, 32ww, 33e, 34c, (34e) establish friendly atmosphere as supervisor of work unit, 34f.	
List Position Numbers & Job Titles of Positions Directly Supervised: SDS4: 20067395, SDS2: 20067395, 20080797 SDS1: 20080794, BPA1: 20067281		SIGNATURE OF AGENCY REPRESENTATIVE <div style="text-align: right; font-family: cursive; font-size: 1.2em;">Bill Beagle/ga</div>		
		DATE 06/25/2025		

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	<input type="checkbox"/> Intermittent		<input checked="" type="checkbox"/> Unclassified		Professional		2 of 2
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	<p>code reviews and providing technical support; manages individual development and support activities of the members of the application team as appropriate (e.g., daily, weekly); ensures workflows, policies, and documentation related to application development are created, updated, and maintained; works with team to identify potential service level problems before they occur and works to implement, document, and/or communicate solutions as appropriate; ensures communications with stakeholders, staff, and management are complete, timely, and accurate; works with team to ensure seamless integration of .NET applications with databases (e.g., My SQL, SQL Server) and third-party systems; enforces departmental operating procedures, applicable security practices (e.g., authentication, data encryption), and support needs to ensure the quality of service provided meets customer requirements and OHFA standards; oversees and ensures compliance of the application team with established software development lifecycle (SDLC) methodology; provides work coverage and administrative notification during periods of personnel absences; reviews workloads and analyzes staffing requirements; works with Human Resources and other appropriate subject matter experts to hire, train, and provide performance feedback for staff; manages performance, evaluates, and prepares employee evaluations to accurately document and maintain or encourage optimum performance of job duties.</p> <p>Customer Service Standards: Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships.</p> <p>Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations & the public of diverse, socioeconomic, cultural, race & ethnic backgrounds.</p>					<p>*Developed after employment</p> <p>Unclassified per ORC 124.11 (A) (30) Administrative Staff per ORC 175.05 (A) (2) 07/2005</p>	
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