

POSITION DESCRIPTION

AGENCY/DEPT ID HFA 850000

DIVISION OR INSTITUTION
Ohio Housing Finance Agency

UNIT OR OFFICE
Information Technology

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

This row is for Program Administrators & Project Managers ONLY

Identify Program or Project

Estimated Duration of Project

POSITION NUMBER
20067394

Reclassification New Position Update

Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Chief Application Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20067305 Chief Information Officer (Administrative Staff)

Permanent Classified Overtime: Eligible Exempt

Temporary Unclassified If FLSA Exempt, exemption type:

Intermittent 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.

JOB CODE 99580

List Position Numbers & Job Titles of Positions Directly Supervised:
SDS4: 20067395, SDS2: 20067395, 20080797
SDS1: 20080794, BPA1: 20067281

SIGNATURE OF AGENCY REPRESENTATIVE
Bill Beagle/ga

DATE
06/25/2025

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 JOB TITLE Administrative Staff JOB CODE 99850	<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"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 99
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type: Professional	2 of 2
	<input type="checkbox"/> Intermittent			
	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
		<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>
List Position Numbers & Job Titles of Positions Directly Supervised: SDS4: 20067395, SDS2: 20067395, 20080797 SDS1: 20080794, BPA1: 20067281		SIGNATURE OF AGENCY REPRESENTATIVE <i>Bill Beagle/ga</i>	DATE 06/25/2025	