

# Toolkit

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## JOB DESCRIPTIONS

These are NOREX Member-contributed job descriptions in the areas of applications, business analyst, change management, CIO, Director, communications, DBA, enterprise architecture, GIS, help desk / service desk, IT manager, network systems, operations, procurement, project management, quality assurance and compliance, security, training and web development. | TK010

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**DATA STEWARD** For constituent data within his/her authority, and agency Data Owner shall assign the responsibilities of Data Steward to one or more individuals to protect and to manage the data.  
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## Roles, Responsibilities, and Interview Templates

**IT ADMIN INTERVIEW QUESTIONS** The following are example questions for an IT Administrative Assistant job applicant. 1 Page (20-1234)

**TECHNICAL SYSTEMS ANALYST INTERVIEW QUESTIONS** These questions are appropriate for use in a search for a Technical Service Analyst, or TSA. 2 Pages (20-1011)

**PROJECT MANAGER EXPECTATIONS** A Member shares three major characteristics of a good Project Manager. 2 Pages (20-797)

**IT JOB FAMILY SUMMARY** These descriptions show the differences between job levels for IT analysts and specialists. 3 Pages (20-693)

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**PROJECT MANAGEMENT COMPETENCY FRAMEWORK** This chart provides a list of competency levels for those involved with project management. 2 Pages (20-688)

**JOB DESCRIPTION TEMPLATE** This template describes the essential functions of a position and gathers information to identify both common and unique requirements for all positions throughout the company. 8 Pages (20-170)

**IT ROLES & RESPONSIBILITIES** This is a brief overview of what owners, stakeholders, support staff, and impact analysis participants are responsible for. 1 Page (20-001)

**SENIOR IT PROGRAM / PROJECT MANAGER INTERVIEW** The following questions are designed to help determine the qualifications of an individual applying for a Senior IT Program or Project Manager position. 6 Pages (50-275)

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