

STS Career Opportunities

Date Posted: 03/31/16

Position Title: IT Planning Consultant

Location: Data Center North

Department: IT Planning

Hiring Manager: Todd Ragan

Closing Date for Posting: 04/06/16

Job Overview Summary:

The IT Planning Consultant will be responsible for building relationships with various agencies while gaining an understanding of their business needs and technology environment. This person will work with agencies to understand their technology plans and assist them in the development of Project Requests.

This position will report to the IT Planning Director and will be responsible to ensure that the Information Technology Assessment and Budget Committee (IT-ABC) is provided the required information to make decisions regarding project approvals.

Duties and Responsibilities:

- Evaluate and provide input annually on the effectiveness of Information Systems Planning process and guidelines.
- Modify the Information Systems Plan (ISP) guidelines used by agencies in the development of Project Requests, Financial Plans, and the annual ISP based on the review.
- Organize and conduct training, and hold workshops for agency staff in the development of Project Requests, Financial Plans, and their ISP.
- Work with various agencies in the development of Project Requests and Financial Plans.
- Work with and provide support to the IT-ABC in the review of ISPs and Project Requests, and communicate to the proposing agency, questions and concerns, as well as the committee's approval, disapproval or deferral with an explanation.
- Compile agency ISP data and Project Request data to be used in reporting and statewide technology planning.
- Work with agencies to obtain information for inclusion into the Statewide Plan.
- Review agencies Request For Proposals (RFPs), contracts, exception to standards requests, and technology requisitions.
- Evaluate OIR Planning's intranet site that is used by agencies in the development of their ISP.
- Develop requested reports regarding agency reported data.
- Review agencies requests for Knowledge Services Contractors and make recommendations as necessary.

- Review agencies Statement of Work (SOW) for use of the IT Projects Contract and make recommendations as necessary.
- Provide support to the agencies and Information Systems Council (ISC) in preparation of the quarterly ISC meetings.
- Provide support to the agencies and Enterprise Portfolio Investment Committee (EPIC) in preparation of EPIC meetings.

Minimum Qualifications and Experience:

- Bachelor's degree and 3 years of experience in an enterprise IT environment is preferred.
- Must have prior experience working with contracts, RFPs and enterprise technology planning.
- Should be proficient in using Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Prior experience in PlanView software preferred.
- Must have excellent verbal and written communication skills and possess the ability to effectively communicate with both technical and non-technical staff.
- Must have demonstrated leadership and time-management abilities.
- Must be comfortable facilitating meetings with technical and non-technical staff at all levels.
- Must be willing to remain current on emerging technologies and how they apply to the state environment.

Only candidates who meet the minimum requirements for the position will be interviewed. Please submit resume to:

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