



## **OIR Career Opportunities**

**Date Posted: 10/09/15**

**Position Title: IT Planning Consultant**

**Location: Data Center North**

**Department: IT Planning**

**Hiring Manager: Todd Ragan**

**Closing Date for Posting: 10/23/15**

### **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 with the required information to make decisions regarding project approvals as part of the IT governance process.

### **Duties and Responsibilities:**

- Evaluate and provide input annually on the effectiveness of the Information Systems Planning (ISP) process and guidelines.
- Modify the 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 disposition to the proposing agency.
- Compile agency ISP data and Project Request data to be used in reporting and statewide technology planning.
- Work with agencies to identify and obtain project and technology information for inclusion into the Statewide Plan.
- Review agencies Request For Proposals (RFPs), contracts, exception to standards requests, and technology requisitions.
- Evaluate and recommend improvements to OIR IT Planning's intranet site that is used by agencies in the development of their ISP.

- Identify and develop a variety of reports regarding agency reported data that can be used to determine trends and project status updates.
- 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 for the quarterly ISC meetings.
- Provide support to the agencies and Enterprise Portfolio Investment Committee (EPIC) in preparation for EPIC meetings.

**Minimum Qualifications and Experience:**

- Bachelor's degree and 3 years of experience in an enterprise IT environment is preferred.
- Prior experience working with contracts, RFPs and enterprise technology planning is preferred.
- Should be proficient in using Microsoft Windows, Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Prior experience in Planview, Project and Portfolio Management software is preferred.
- Must have excellent verbal and written communication skills and possess the ability to effectively communicate with both technical and non-technical staff.
- Must demonstrate leadership and time-management abilities.
- Must be effective at 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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