

POSITION ANNOUNCEMENT
TENNESSEE DEPARTMENT OF HEALTH
Public Health Administrator 1
(Information Technology Services Division
Director Administrative Services)

State of
Tennessee
Department of Health

The Tennessee Department of Health (TDH) is seeking to fill the position of the Director Administrative Services (DAS) in the Information Technology Services Division (ITSD). The DAS position is an Executive Service position reporting to the TDH Chief Information Officer (CIO). The ITSD is responsible for professional Information Technology (IT) services statewide and managerial/supervisory work of considerable difficulty.

Responsibilities include:

This leadership position will direct the administrative functions and administrative policy development of the Information Technology Services Division and will report directly to the Agency CIO. Job duties include:

- Budget/Fiscal
 - Direct and monitor the ITSD fiscal and budgetary activities.
 - Identify opportunities to cut costs and improve performance, policies, and services in the Division.
- Procurement
 - Direct and monitor the processing of TDH IT procurements coordinating with TDH Divisions, Offices, and other governmental agencies to ensure accurate and timely processing is done in compliance with State policies and guidelines.
 - Verifies all Department IT Request for Information (RFI), Request for Proposals (RFP), Trading Partner Agreements (TPA), and Invitation to Bid (ITB) are completed in compliance with state and federal laws and policies.
- Human Resources
 - Direct and monitor the ITSD Human Resources functions. Reviews all personnel transactions completed by staff for accuracy and completeness prior to submission to OHR. Responsible for reviewing interview questions and applicant responses to ensure consistency and fairness in rating process, as well as candidate meeting with CIO prior to final selection being made. Serves as point of contact to counsel supervisors, managers, and/or directors regarding employee disciplinary actions, American with Disabilities Act issues, and employee relations in conjunction with collaboration with appropriate OHR staff. Ensures staff is apprised of all relevant communications regarding activities and policies received from DOHR/OHR.
- Leadership/Supervision
 - Lead and manage ITSD Administrative Services operations. Ensure operation runs smoothly within ITSD and meets service level objectives. Ensures adequate training, software and equipment is made available to staff to meet the goals and objectives of the ITSD Administrative Services section. Monitor state and federal laws, rules and regulations to ensure ITSD policies and procedures

related to administrative functions comply with all legal requirements. Collaborates with staff to develop and maintain desk manuals to document basic operational procedures of their role/function within the administrative unit. Participates in all DOHR mandated training

- Administration
 - Works closely with Agency CIO, and ITSD Executive Leadership Team in the development of the Division's work plan and annual budget. This would involve development and submission of requests for staff reorganization, decisions concerning the movement of available funds to assist with purchases and initiatives, as well as the projection of future funding needs. Consults with the Agency CIO regarding human resource policies and prepares reports as required by the CIO as well as other members of the Division ELT. Assists the CIO and other executive staff with confidential matters such as class-action complaints to preserve relative case records, and serves as the Division's primary point of contact for resolution of all disciplinary and human resource issues, which sometimes requires extensive coordination with various agencies, management levels, and regional offices across Tennessee. Participates in top level management meetings on various agency information technology issues, projects, and initiatives.

The ideal candidate will have:

- Bachelor's degree and six years of professional level experience in information technology administration, four of which include managerial responsibilities.

This is an executive service position reporting to the Agency Chief Information Officer. Interested applicants should send a resume to Glenda White (Glenda.White@TN.gov). The State of Tennessee is an equal opportunity, equal access, affirmative action employer.