



Department of  
**Finance &  
Administration**

Strategic  
Technology Solutions

## STS Career Opportunities

**Date Posted:** 07/21/16

**Position Title:** Director of Enterprise Governance & Administration

**Location:** Data Center North

**Hiring Manager:** Jamie Etheridge

**Closing Date for Posting:** 07/28/16

### Job Overview Summary:

The Director of Enterprise Governance and Administration coordinates the overall work of the division and provides assistance in executive leadership for this functional area within Strategic Technology Solutions (STS). The job description describes the many responsibilities of the administrative aspects of information technology (IT) for the centralized information technology organization for the State of Tennessee. The position assists the deputy CIO for this functional area in all aspects of enterprise governance, portfolio management, IT procurement and back office operations, and technology financial management. The Director for Enterprise Governance and Administration reports to the Deputy Chief Information Officer, Enterprise Governance and Administration, and works with other Executive Management staff in STS, the Department of Finance and Administration, and the Central Procurement Office. While this is not a highly technical position, the individual must have technical credibility.

### Duties and Responsibilities:

- Assist in the development and implementation of the strategies necessary to support the unification of all information technology functions of the executive branch of the State of Tennessee. This includes, but is not limited to: determining the best approach to recover costs for new, unified functions; enterprise approach to IT portfolio management; enterprise governance; unified administrative functions including software licensing management, budgeting, equipment replacement, enterprise-wide IT contracts.
- Assist in providing leadership to the overall IT policy development and management for the State of Tennessee. This includes ensuring that a repository and change log is maintained and that policies are reviewed and assessed on a regular basis.
- Assist in enterprise governance responsibilities including the following:
  - Setting direction for enterprise strategy/planning

- Setting direction for enterprise IT budget development
- Setting direction for enterprise portfolio management
- Review and assessment of agency Information Technology annual plans (approximately 50)
- Participate in the modification and refinement of the State of Tennessee's information technology planning process
- Assist in the development of proposed legislation as required. Review and provide bill analyses and fiscal notes on all legislation having an information technology component.
- Assist in the review and development of all cost models in accordance with federal regulations and guidelines.
- Assist in the establishment and development of automated billing for a \$150 million state government information technology service provider.
- Assist in development of a methodology to be used to project equipment and cost of services for the next three years (for budgeting purposes).

**Minimum Qualifications and Required Skills/Experience:**

- Bachelor's degree in Business Administration. Master of Business Administration strongly preferred. Formal training in information systems preferred. Applicable experience may be substituted for education.
- A minimum of five years professional level experience in strategic and tactical planning of information technology programs or services.
- Strong background in business including budget development, marketing, inventory management, accounting principles, and procurement and contract development.
- Experience working in a government setting is strongly preferred.
- Prior experience that demonstrates the candidate's ability to successfully interact with leaders in non-information technology professions such as fiscal or budget directors, procurement professionals, legislators, etc.
- Prior experience that demonstrates the candidate's ability to successfully evaluate opportunities, creatively design and effectively deploy innovative initiatives that achieve the desired results.
- Prior experience as a leader with superior interpersonal skills with demonstrated success in both managing through influence, as well as solid-line reporting relationships.
- Expert level skills in leading people, consensus building, conflict resolution, and risk management.
- Prior experience that demonstrates leading change and driving results in a fast paced environment.
- Excellent oral and written communication skills and demonstrated ability to analyze data and make sound decisions based on the data.
- Ability to understand state processes and work within those processes to achieve desired results.
- Must be independent and self-directed but able to communicate a vision and lead a team of individuals.
- Must be able to understand the workings of an internal service fund and the implications for development of cost models that recover costs.
- Must be able to collaborate with executives, creative teams, research and development, and product development teams.
- Must be able to lead executives and technical professionals to understand the non-technical aspects of an information technology organization, including such things as the impact of depreciation schedules on cost recovery and the timing of decisions to move to a new technology.

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

Savita Boutot  
615-741-2709  
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