



**OFFICE of the COMPTROLLER**  
**Enterprise Systems Services**  
**Assistant Comptroller & Chief Information and Technology Officer**  
**JOB POSTING FY 20, 016-00169090**

**About the Office of the Comptroller**

The Office of the Comptroller (CTR) is an Independent, Executive Level Agency. Our mission is to promote accountability, integrity, and clarity in Commonwealth business, fiscal, and administrative enterprises. We strive to be a model for good government and to protect public resources by mitigating the risk of fraud, waste, and abuse while promoting transparency. Our core values include: Teamwork, Communication, Excellence, Service and Trust.

**Position to Fill – Assistant Comptroller & Chief Information and Technology Officer (AC/CITO)**

The AC/CITO will provide leadership and guidance in the critical areas of information management and technology administration at CTR. The AC/CITO will managing the operations of the existing technological infrastructure and services and work to improve common methodologies, standards, processes, technological capabilities, cost effectiveness, service quality, and overall IT operational effectiveness, while also assisting with CTR's technological transformation which is the primary focus of the Business Enterprise Systems Transformation (BEST) Team.

The AC/CITO in partnership with an Assistant Chief Information and Technology Officer (ACITO) will manage the day to day operations including staff oversight, annual performance reviews, schedule management, and other labor and human resource matters in conjunction with CTR's Chief People Officer.

The AC/CITO must have a solid IT background and stays current in the evolving world of information, data and technology. In addition to education and experience, the CTO must provide leadership, direction, and support at CTR that is broad-reaching and has statewide impact.

This successful candidate will be a leader with key responsibilities to devise, recommend and implement the IT strategy and ensure that all systems necessary to support its operations and

objectives are in place with the overall goal to ensure that information technology adds the maximum value to CTR so as to facilitate the success of the agency and the Commonwealth. The AC/CITO will lead staff who are represented by a bargaining unit which includes some union managers.

Additionally, the successful candidate must be a positive leader, excited about being part of a once in a career transformation of CTR's people and systems to a modern, best of class environment. This transformation is from a heavily transactional based work environment to an analytical and risk mitigation one will require active leadership from the successful AC/CITO in concert with the Comptroller and the Business Enterprise Systems Transformation (BEST) Team.

**Specific Duties Include:**

- Providing technology vision and direction for the enterprise.
- Serving as the principal IT Officer for CTR
- Providing operational leadership and guidance in critical areas of information, technology and administration.
- Leading in visioning, recommending and implementing the overall information technology strategic planning to achieve business goals by prioritizing information technology initiatives and coordinating the evaluation, deployment, and management of current and future technology projects.
- Developing and implementing the governance oversight, project and portfolio management, audit and compliance management, and service delivery management for CTR's technology team
- Primary resource in delivering technology services within CTR.
- Responsible for keeping CTR's Enterprise Systems maintained and operational
- Working with CTR's Statewide Risk Management Team on risk evaluation, internal auditing, risk and compliance management processes.
- Overseeing cross-business area initiatives and priority projects; foster strategic partnerships to carry out enterprise-wide computing services; work closely with business customers to understand business needs; participate in steering and advisory committees, technology events and councils, and engage key stakeholders.

- Developing and sharing business and applications roadmap, including priorities, resources and ownership, timelines, and dependencies by presenting plans, directives, and updates to staff.
- Primary role in developing and maintaining IT procedures, methodologies, and performance management frameworks and metrics to achieve strategic objectives; foster a culture of transparency and accountability; ensure that the IT organization delivers high value and customer service to the agency and our partners.
- Organizing, prioritizing, and assigning work; prioritizing schedules of work activities in order to meet objectives; ensuring that staff have the proper resources to complete work assignments; monitoring the status of work in progress; consulting with assigned staff to assist with complex/problem situations and providing technical expertise.
- Performing employee reviews, assess and report on employee strengths and identify opportunities where the employee may need to improve or requires additional knowledge or skills development.
- Managing employee and labor issues under the direction of CTR's Chief People Officer
- Regularly reviewing IT costs and cost structures with CTR's CFO to find ways for IT services and products are properly managed to maximize value, mitigate risk and enable success.
- Clearly communicating the financial implications of IT projects and activities are communicated to the proper CTR leadership. Works with CFO to control the operating expenses.
- Overseeing the execution of high-impact, enterprise-wide, strategic programs or initiatives in concert with CTR's Leadership Team.
- Performs other duties as assigned by the Comptroller.

**Minimum Qualifications:**

- Bachelor's Degree
- Ten years of continuous, progressively responsible experience in information technology, which includes at least 5 years in a management-level position.
- Experience in developing, implementing and reviewing strategic plans, policies and programs.
- Proven ability to lead, manage, and develop high-performing, multi-functional teams.

- Proven experience managing employees
- Ability to interpret, analyze and apply pertinent policies, procedures, regulations and requirements.
- Ability to provide both detailed information as well as summaries to management-level individuals/groups.
- Ability to understand and work within complex IT and business environment.
- Ability to develop positive working relationships and a strong rapport with team members.
- Strong knowledge of the latest business applications technology and trends.

**Preferred Qualifications:**

- Bachelor's Degree in computer science, computer information systems, information technology or a related field.
- Master's Degree in Business Administration, Public Administration or a related field.
- Experience with ERP systems, selection and implementation

**Minimum Entrance Requirements:**

Applicants must have at least ten (10) years of full-time, or equivalent part-time, IT related experience of which at least three (6) years must have been in a managerial capacity.

**Salary Range:**            \$130,000 - \$135,000 (M9)

**Benefits Package:**

CTR is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The overall benefits available include paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax health savings account plans. In addition, CTR provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission, pre-tax commuter account plans, along with other programs.

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CTR employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from state service. Follow this link for additional retirement information:

<http://www.mass.gov/treasury/retirement/state-board-of-retire/> .

CTR also offers Identify Force Credit Monitoring for all members of its office.

**Commitment to Diversity:**

CTR is committed to building a diverse team of managers and staff. **THE OFFICE OF THE COMPTROLLER IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Application Process:**

CTR encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position. **Submissions will be reviewed on a rolling basis until filled.**

Interested candidates must submit, by e-mail, an application package that consists of the following:

- A cover letter,
- Resume,
- A list of professional references, and
- One business writing sample that demonstrate an ability to effectively communicate in a business environment.

The complete application package should be sent to [CTR-HR@mass.gov](mailto:CTR-HR@mass.gov) and please include the position title and position number below in the subject line.

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**Required Background and Qualifications Check – Including Tax Compliance:**

CTR requires a background check on all prospective/new employees as a condition of employment. Background checks are not initiated until:

- 1) A candidate is invited to a second or subsequent interview; and
- 2) The candidate has signed the Background Check Authorization Form and related releases.

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The background check may include:

- 1) A Criminal Offender Record Information (CORI) check,
- 2) A Department of Revenue state tax compliance verification,
- 3) A federal IRS compliance verification, for up to the current year and 6 prior years,
- 4) Candidates with advanced degrees and professional licenses may have these credentials verified.
- 5) Individuals other than the references provided by the candidate may be contacted in the course of completing a full background and qualification check in order to verify information provided by the candidate on the employment application, resume, or otherwise.

**Application Deadline:**

The closing date for this position is **5:00 pm on February 14, 2020**. Applications will be considered on a rolling basis, so candidates are encouraged to apply as early as possible. Late submissions may be considered solely at the discretion of CTR.

**Further Information:**

To learn more about CTR please visit our website, <http://www.macomptroller.org> and follow us on Twitter! [https://twitter.com/MA\\_Comptroller](https://twitter.com/MA_Comptroller).

**Candidates Invited to Interview**

Those candidates invited to interview will be contacted by a human resources representative for this position. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

**No phone calls please**