



## CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

### INFORMATION RESOURCES MANAGER

Cancer Prevention and Research Institute of Texas (CPRIT) is the second largest funder of cancer research and prevention activities behind only the federal government. Over the past decade, CPRIT has invested more than \$2.9 billion in cutting edge research leading to a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices. CPRIT offers an unparalleled opportunity to catalyze discovery and progress in the prevention, diagnosis, and treatment of cancer.

#### **Position Summary**

Performs highly advanced computer systems analysis and managerial work. Oversees the day-to-day operations of an enterprise scale information technology operations of a small state agency. Manages the analysis, planning, project provisioning, and deployment of new information technology systems or services and any modifications to existing systems and services. Plans, assigns, and supervises the work of others. Establishes and maintains a collaborative team of IT personnel to ensure information technology operations objectives are met to support the overall mission of CPRIT. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position works closely with the Information Security Officer and reports directly to the Chief Operating Officer.

**Salary Range:** \$83,991 - \$142,052/year

**Closing Date:** July 15, 2022

### GENERAL QUALIFICATION REQUIREMENTS

#### **Experience**

A minimum of 7 years' work experience in information technology operations in the public sector or at a private sector company.

Must have at least three years' experience:

- Working with Cloud platforms (Azure/AWS Cloud Architecture, Azure/AWS DevOps Automation).
- Progressively responsible experience in the IT industry.
- Progressively responsible experience in information technology project management.

Must have hands on administration experience with Active Directory, Microsoft SQL Windows and SharePoint servers, Box, DNS, VMWare, endpoint management systems, two-factor authentication services, and telecommunication systems.

Preferred knowledge of Tableau, JavaScript, CSS, HTML, T-SQL, Okta, NewRelic, OpsGenie.

## **Education**

Graduation from an accredited four-year college or university with major course work in computer science, management information systems, or a related field is generally preferred. Experience and education may be substituted for one another on a year for year basis.

## **Knowledge, Skills and Abilities**

Knowledge and experience with network and computer systems, information technology equipment, computer hardware and software, and computer operating systems. Familiarity with automated mapping software.

Knowledge of Internet technologies, databases, and security applications.

Knowledge of Texas Administrative Code § 202 state agency information security or similar public sector cybersecurity standards and responsibilities.

Knowledge of and ability to implement project management principles and practices in strategic planning, resource allocation, and coordination of people and resources.

Ability to think strategically and focus on results.

Ability to analyze complex information and exercise sound judgment in making critical decisions or providing recommendations to agency management that lead to critical decisions.

Ability to troubleshoot and resolve complex technical issues involving two or more systems or applications in a decentralized environment.

Ability to provide 24/7 emergency support when necessary.

Ability to work independently and as part of a team and to encourage and build a cohesive team environment.

Ability to supervise the work of information technology personnel including outsourced contractors, effectively prioritizing tasks for self and other personnel.

Ability to establish and maintain effective working relationships with agency personnel across the organization and with the agency board.

Ability to communicate effectively including translating complex technical information into non-technical, clear concepts, both orally and in writing. Written communication will include reports, memos, and other documents.

Skill performing software installation, configuration, and maintenance of servers, routers, switches, firewalls, and other network security devices.

Ability to work well under pressure, complete tasks to defined schedules, and effectively plan, organize, and coordinate multiple priorities.

Ability to conduct vendor selection and participate in contract negotiations and renewal processes for third-party information technology services provided to the agency.

Ability to monitor third-party information technology vendors' contractual service-level agreements (SLA) and resolve vendor performance issues against those SLAs.

Ability to comply with all agency policies and applicable laws.

Ability to comply with all applicable health and safety rules, regulations, and standards.

## **EXAMPLES OF WORK PERFORMED**

Oversees and manages the installation, testing, and maintenance of agency hardware and software applications and the integration of outsourced information technology services.

Oversees and participates in the development of technical solutions that support enterprise-level operations and strategic plans including researching and analyzing various options and incorporating that analysis with recommendations for optimum technical solutions in reports or memos.

Prepares and maintains plans, roadmaps and diagrams that depict the present and future agency information technology infrastructure.

Develops and revises agency IT operations policies and procedures designed to ensure the integrity of the agency's local area network and distributed environments.

Oversees the implementation of and updates to the agency's hardware, software, and outsourced services to ensure integration with security software and virus protection systems, correct errors, or change employee or vendor access status.

Oversees the development, analysis, and revision of systems design and test procedures for adherence with information technology quality and security standards.

Manages multiple vendors that are providing outsourced information technology services to ensure compliance with contractual requirements.

Prepares and submits the agency's Biennial Operating Plan to DIR every even-numbered year in coordination with the agency's Legislative Appropriations Request.

Prepares and submits the agency's Information Resources Deployment Review (IRDR) to DIR every even-numbered year

Assists with development of the agency's information technology disaster recovery and business continuity plan, including defining agency disaster recovery responsibilities and procedures to ensure that the agency continues to function in the aftermath of a disaster event or other situation that interrupts the agency's IT infrastructure.

Coordinates with agency Information Security Officer to maintain a compliant information technology environment in adherence with established agency and state security and technology policies, guidelines, and practices.

Fulfill annual continuing professional education requirements established by DIR.

Performs related work as assigned.

### **Military Occupational Codes**

You may access the Military Occupational Specialty (MOS) codes applicable to this position at [Military Crosswalk for Occupational Category - Information Technology](#). CPRIT encourages Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

### **Application Instructions**

If you meet the qualifications, complete, and submit a State of Texas application online via the WorkInTexas.com portal. You may also mail the application to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711.

A State of Texas application may be obtained from <https://www.twc.texas.gov/jobseekers/state-texas-application-employment#applicationFormForDownload>.

All résumés must be accompanied by a fully completed state of Texas application. Incomplete applications may be disqualified at the agency's discretion. Faxed and emailed applications will not be accepted.

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

CPRIT currently offers teleworking as an option to employees.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer.

You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.