



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

**Request for Information Technology Policy Specialist  
Or Information Technology Consultant Services**

The nonpartisan Legislative Joint Fiscal Office (JFO) is seeking staff or consulting assistance for the Vermont General Assembly to conduct independent reviews of State information technology (IT) projects and operations.

The JFO is interested in expressions of interest from individuals or from consulting entities that would be able to provide these independent reviews. The Policy Specialist or entity will work with other staff of the JFO, and most directly with the Chief Fiscal Officer and Associate Fiscal Officers. The IT Policy Specialist will also work closely with contractors and staff in the Executive Branch of State Government. There is a strong preference for the ability to be physically located, or spend considerable time, in Montpelier.

*Skills and experience:*

The position requires a master's degree in information technology, public policy, business or a related field with professional experience in IT projects and operations. Relevant experience and/or professional certifications may be considered in lieu of education requirements in some circumstances. The applicant shall have experience and an ability to assist the legislature understand and be able to provide oversight on IT project development, management, review and operations. We are seeking an individual or consulting entity who will be interested in developing the JFO capacity in this area of work. Key functions could include:

- Enhance the existing legislative review process currently used for IT projects and operations;
- Review and provide a critique of State IT projects and IT operations including reviewing clarity of purpose, project leadership and management, financial considerations, and technical approach;
- Participate and coordinate with IT specialists and managers in developing necessary data for input into analytical constructs; and
- Testify before legislative committees, advise leadership, provide guidance and expertise to the legislature and staff, and consult with relevant staff on IT issues.

The position or consulting service request will be filled at the discretion of the JFO depending on proposals received and developing needs. The position or consulting service request is initially being solicited on or after August 31, 2021 for a period of two years. Salary or payment for services is negotiable.

Applicants should send a resume and other relevant information to [jfoapply@leg.state.vt.us](mailto:jfoapply@leg.state.vt.us)  
Please include "IT Policy Specialist" in the subject line