

SCRUM Master

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service SCRUM Master, which starts at \$5,987 per month. This position is with the Division of Technology Solutions (DoTS) and is responsible for facilitating two or more scrum teams to support the delivery of strategic technology products. This position requires individuals who are not only experienced as a Scrum Master, but have extensive track records of delivering high quality systems and products. Applicants should have a strong understanding of and hands-on experience with Agile Methods, especially Scrum. Applicants will also be responsible for the coaching of their teams on scrum practices to ensure benefit from and adherence to core agile principles is achieved. DoTS is located in Nashville, Tennessee.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and at least two years of experience playing the SCRUM Master role. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

1. Identify and communicate staff developmental and talent management needs and opportunities.
2. Align operational, talent and change management strategies with office mission, vision and objectives.
3. Conduct strategic analysis and planning to ensure effective project and operational management.
4. Lead, coach and empower staff to maintain and continually improve a service-oriented culture that supports customers and leadership in office endeavors.
5. Facilitate sprint planning, retrospective and sprint demos.
6. Ensure cross-team coordination.
7. Maintain relevant metrics that help the team see how they are doing.
8. Act as a liaison to assigned project manager. Take responsibility for managing dependencies between our team and third parties, release managers, or between our team and other scrum teams.
9. Strongly serve and support the Product Owner and Development Team in their quest to do everything possible to delight our customers.
10. Guide and coach both the Scrum Team and the Development team on how to get the most out of self-organization.
11. Assess the Scrum Maturity of the team and organization and coach the team to higher levels of maturity at a pace that is sustainable and comfortable for the team and organization.
12. Facilitate discussion, decision making, and conflict resolution.
13. Assist with internal and external communication, improving transparency, and radiating information.
14. Support and educate the Product Owner, especially with respect to refining (aka grooming) and managing the product backlog.
15. Conduct appropriate quality assurance processes to ensure accountability.
16. Seize process improvement opportunities to streamline workflows and improve accuracy.
17. Maintain and continually improve individual contribution to a service-oriented culture that supports customers and leadership.
18. Communicate clearly and frequently with leadership, team members and customers.
19. Utilize a high degree of tact and diplomacy in all interactions.
20. Continually assess and communicate risk. Take action as assigned to document, control and mitigate identified risks.
21. Use a variety of reporting methods to ensure compliance with relevant laws, rules, regulations, standards, best practices and policy.

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES:

Good skills and knowledge of servant leadership, facilitation, situational awareness, conflict resolutions, continual improvement, empowerment, and increasing transparency are important.

Knowledge:

1. Knowledge of Agile principles
2. Knowledge and proof of recent education in SCRUM
3. Knowledge of other approaches discussed in the agile space (Kanban, XP, etc.)
4. Knowledge of widely successful agile techniques (User Stories, ATDD, TDD, Continuous Integration, Continuous Testing, etc.)
5. Knowledge of technologies used by teams
6. Knowledge of well documented patterns and techniques in the SCRUM approach (burndown metrics, retrospective formats, backlog tracking, velocity, task definition, and bug handling)

Skills:

1. Judgment and Decision Making Skills
2. Analytical and Troubleshooting Skills
3. Good Problem Solving Skills
4. Effective Managing and Monitoring Skills for Performance of Employees with Various Levels of Skills
5. Team Oriented Skills
6. Time Management Skills
7. Customer Service Oriented Skills
8. Mentoring Skills
9. Iterative development
10. Incremental delivery

Abilities:

1. Oral Expression
2. Category Flexibility
3. Deductive Reasoning
4. Inductive Reasoning
5. Oral Comprehension
6. Speed of Closure
7. Written Comprehension
8. Written Expression
9. Extent Flexibility

Competencies:

1. Functional/Technical Competency
2. Problem Solving
3. Technical Learning
4. Time Management
5. Written Communications
6. Customer Focus
7. Learning on the Fly
8. Approachability
9. Peer Relationship
10. Self-Development

Please submit resume with unofficial college transcript(s), and contact information for three (3) references to HR.Comptroller@cot.tn.gov.

The Comptroller of the Treasury is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected class. As required by law, we must record certain information. Applicants are invited to participate in the Affirmative Action Program by reporting their status as minority, disabled veteran or other veteran status, or other disabled. In extending this invitation you are advised that: 1) you are under no obligation to respond, but may do so in the future if you choose; 2) responses will remain confidential within the Human Resources Department; and 3) responses will be used only for the necessary reporting.

To comply with legal record keeping requirements regarding Affirmative Action, we ask that you complete the information requested in the link below. Please be advised that your completion of this form is NOT part of your official

application for employment. It is considered confidential information that will not be used in any hiring decision. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. If you choose to participate by completing this form, we thank you for your cooperation.

To complete this form, please go to: <http://www.comptroller.tn.gov/oms/careeropp.asp> and click Voluntary Affirmative Action Form.