Position Summary
The Director is responsible for overall management of the State Broadband Office and is the liaison from
the Executive Branch of the State of Oklahoma to all parties relating to broadband policy within the
state.

Position Responsibilities

• Provides policy advice to the State’s Executive branch on key issues related to the deployment
  of broadband throughout Oklahoma. Monitors technological, legislative and regulatory actions
  that could impact broadband policy in Oklahoma.
• Leads the Agency’s legislative efforts concerning broadband through submission of periodic
  reports to the Legislature, by responding to Legislative inquiries, attending committee meetings,
  providing feedback on proposed legislation, and seeking input on new policy initiatives. Ensures
  that legislators are briefed on initiatives and seeks to preserve a collaborative relationship in
  addressing broadband needs in the State.
• Oversees creation and periodic revision of Statewide Broadband Plan, including ability to access
  broadband, cost of obtaining broadband from existing providers, estimated cost to improve
  broadband access. Maintains databases and maps documenting broadband service in the state
  and ensure regular updates. Monitors broadband coverage maps maintained by the federal
  government and seeks to correct any coverage errors.
• Oversees Broadband grant programs to address gaps in coverage and accessibility. Ensures State
  Broadband Office staff process grant applications in a timely fashion, evaluate applications
  according to objective standards to ensure quality and prevent duplication of investment, and
  monitor broadband project execution to assess compliance with grant program terms.
• Develops and implements policy initiatives to address affordability of broadband services and to
  educate Oklahomans on the importance of broadband. Ensures that programs consider needs of
  historically underserved communities and leverages public and private resources to increase
  uptake of broadband expansion.
• Serves as the primary liaison from the State of Oklahoma with various stakeholders involved in
  broadband policy, including the Broadband Governing Board and Broadband Expansion Council,
  as well as legislators, providers of broadband services, non-profits, city and county government
  leaders, tribal leaders, educational institutions, and the business community.
• Provides executive leadership to the staff and contractors supporting the State Broadband
  Office to ensure that all duties, responsibilities, and commitments are accomplished in
  accordance with developed standards.
• Prepares annual budget. Monitors and controls expenditures in division.
• Serve as primary contact in the generation of RFPs, bids, awarding contracts, agreements, and
  other major vendor interactions.
Level I

FLSA Status: Exempt
Pay Band: W

Education and Experience
Requirements include:
Bachelor’s Degree in business administration, computer science, information technology or a related field with five to ten years of senior level experience in management of telecommunications, business, government, or broadband-related “think-tank” or nonprofit, or related industry. Or any equivalent combination of education and experience sufficient to successfully perform the essential duties.

Physical Demands and Work Environment
This position works in a comfortable office setting with a computer for a large percentage of the workday. The noise level in the work environment is usually mild. Occasional travel may be required.

Schedule
This is a full-time, 40 hour per week position.

Other Duties
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand this job description. I attest that I am able to perform the essential functions of this position with or without reasonable accommodations. I understand that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Signature ________________________________ Date _____________

Issue Date: 06/16/2022
## IT Telecommunications Executive

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### Payroll Data

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### Skills
- Ability to develop and mentor others
- Ability to drive strategic direction
- Ability to foster teamwork
- Analytical thinking skills
- Customer/client orientation
- Decision-making skills
- Leadership skills
- Planning skills
- Technical expertise

### Job Summary

Oversees operations associated with the organization's voice, data, and/or video communication systems.

### Job Duties

Responsible for strategic telecommunications network planning in support of the organization's goals and business needs. Establishes and administers policies and procedures governing use of and access to the organization's telecommunications networks. Oversees design, implementation, integration, and maintenance of the telecommunications infrastructure and supporting systems. Ensures systems meet established accessibility and scalability expectations. Evaluates providers or technology for performance and reliability and assesses their value to the organization. May negotiate contracts or service level agreements with external vendors.
<table>
<thead>
<tr>
<th>Experience and Education</th>
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<td>Leads and directs the work of other employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers and/or directors. Collaborates with other members of the executive management team to align departmental strategy or direction with the overall goals of the organization. Develops policies, practices, and procedures that have a significant impact on the organization. Typically requires a bachelor's degree and at least 15 years of experience. An advanced degree may be preferred.</td>
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<td>Typically reports to a top executive.</td>
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