



Job Title: Director of State Broadband Office

WC Code: 8810

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.

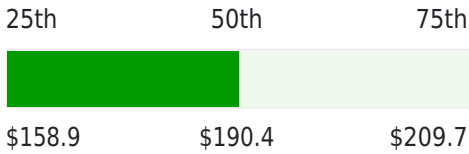
Signature _____

Date _____

RATE Annual	EFFECTIVE DATE 06/01/2022	FLSA Typically Exempt
CURRENCY USD	LOCATION All	INDUSTRY All
SIZE (EMPLOYEES) All	MINIMUM WAGE \$7.25	MARKET National - DO NOT EDIT

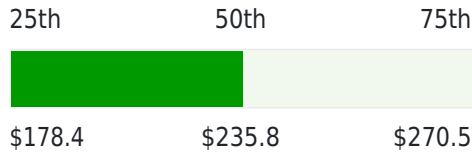
BASE SALARY

\$190,395



TOTAL CASH COMPENSATION

\$235,780



SALARY TREND

+7.16%



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.

Experience and Education

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.

Reports to

Typically reports to a top executive.

Competencies

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