

Director of State Broadband Office

Recruitment #220620-UNCE-358

Department	State Broadband Office
County Location	Oklahoma OK
Date Opened	6/20/2022 10:27:00 AM
Filing Deadline	8/7/2022 11:59:00 PM
Salary	Salary range of \$150,000 - \$170,000 based on experience.
Full or Part Time	Full-Time

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.

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.

This position has an anticipated start date of 9/1/2022.

MINIMUM QUALIFICATIONS

Education and Experience:

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.