

NEK Broadband Communications Union District Administrator

SUMMARY

Provide leadership to NEK Broadband within the Mission and Principles statement of the organization. Carry out strategies and objectives to deliver universal access to high-speed broadband in the Northeast Kingdom. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources.

Responsibilities include effectively communicating pertinent information to the Governing Board and its Executive Committee; executing short and long-term business objectives; evaluating technologies and opportunities to better serve participating communities; making recommendations to the Executive Committee and the Governing Board; planning, directing, and evaluating work and performance of employees and contractors; and work with Treasurer and Finance Committee to develop and oversee the CUD's budget in connection with the Finance Committee.

PRIMARY RESPONSIBILITIES

- Develop a strategic plan to advance the NEK Broadband mission and principles
- Work closely with the participating communities. Ensure a high level of community and end user satisfaction.
- Creating a physically and emotionally safe work environment.
- Oversee company operations to ensure efficiency, quality, service, and cost-effective management of resources.
- Direct activities, either directly or through subordinate managers/supervisors and/or contractors.
- Oversees all facets of employment practices and employee relations, talent recruitment, interviewing, hiring and orientation.
- Ensure business and financial objectives are met by providing leadership and direction for all lines of business. Responsible for detailed budget preparation in collaboration with the Treasurer and Finance Committee.
- Implement operating procedures to comply with state and federal regulations.
- Interprets and implements objectives and directives adopted by the Governing Board.
- Serves as a company representative before regulatory agencies, legislative bodies and industry associations as appropriate.

- Identifies new technology and business opportunities. Directs efforts to research and evaluate new technology and business opportunities for continued development and expansion.
- Provides technical information and advice to the Governing Board regarding industry issues in collaboration with the Technology Committee.
- Updates Governing Board and Finance Committee on company financial status and operating issues as appropriate.
- Participates in Governing Board and committee meetings and leads strategic planning activities.
- Monitors network operations and responds appropriately during outages and emergencies.
- Performs all other related duties.

KNOWLEDGE AND SKILL REQUIREMENTS

Experience in planning and execution. Knowledge of contracting, negotiating, and change management. Skill in developing, examining, and executing operations and procedures. Experience in formulating policy, and developing and implementing new strategies and procedures. Ability to develop financial plans and manage resources. Ability to analyze and interpret financial data. Knowledge of regulatory, public and community relations principles and practices. Ability to develop and deliver presentations. Ability to identify and secure funding/revenue sources, including grant writing experience.

Experience maintaining and operating critical infrastructure and preventive maintenance and emergency response protocols. Demonstrated ability to remain calm under pressure. Able to respond quickly at any time. A strong understanding of safety protocols along with the ability to ensure safe working conditions for employees and contractors.

Work requires professional written and verbal communication and interpersonal skills. Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies and diverse communities. Ability to motivate teams and simultaneously manage several projects. Ability to work effectively with a large volunteer Governing Board.

This is normally acquired through a Bachelors degree and/or equivalent experience. Knowledge of telecommunications industry, including broadband and wireless is required. Demonstrated success leading a community or cooperative based organization is preferred. A demonstrated strong technical background is necessary.

Work requires willingness to work a flexible schedule. Must be willing to work long hours during storm and/or outage conditions.

WORKING CONDITIONS

Working conditions are normal for an office environment. Work may require some evening and outside field work.

Reports to the NEK Broadband Governing Board