



## **REGIONAL BROADBAND COORDINATOR**

### **DEFINITION:**

Under direction from the County Administrative Officer, this position will be the primary individual

responsible for executing the vision of the Inyo-Mono Broadband Consortium (IMBC).

The Regional Broadband Coordinator would work with agencies to better understand broadband gaps, conceptualize new projects, and collaborate with interested providers to seek out grant funding to construct them. The Regional Broadband Coordinator is expected to help achieve the ultimate vision of the IMBC: To develop and implement strategies which deliver cost effective, gigabit (plus) broadband connectivity to every household and business in the Eastern Sierra.

### **ESSENTIAL JOB DUTIES:**

Serve as Regional Project Manager, overseeing agency broadband projects and interests.

Perform broadband expansion related grant administration activities as required by various funding opportunities.

Maintain awareness and understanding of funding available through state and federal legislation.

Assist with communicating needs and opportunities pursuant to various pieces of broadband funding.

Review existing broadband strategic plans for agencies; update as appropriate and necessary

Coordinate and assist with regional broadband strategic planning efforts.

Work with agency staff and other stakeholders to develop initial projects for each of the high priority focus areas.

Assist with development of environmental and detailed engineering plans for each focus area.

Research and employ additional funding sources to complete necessary prep work.

Collaborate with agency staff to ensure proper resources exist, policies established, and critical decision points understood.

Maintain understanding of Digital 395 and associated ISPs relative to existing and new last-mile projects.

Work with Providers and other industry players to develop and execute projects.

Conduct public engagement and outreach, presentations to the Boards/Councils.

Update websites; manage grant and project documents and information.

Maintain relevant data and records for the overseeing agency.

Organize and make available information for the public via appropriate websites.

Support and oversee local agency infrastructure project development and approval efforts.

Prepare documents and reports as needed for reporting to State and federal granting organizations.

Coordinate broadband-related economic development projects and activities.

### **EMPLOYMENT STANDARDS:**

#### **Education:**

Bachelor's degree from an accredited college or university with major coursework in a technology related field.

#### **Experience:**

5 years of experience in project management and leadership with a thorough understanding of

networks and broadband internet service deployment.

Knowledge of:

Principles and practices related to broadband.

Network engineering and design.

Telecommunications networks.

Broadband infrastructure, including wired, wireless, and satellite solutions.

Guidelines, regulations, and standards for Broadband development.

Project Management principles.

Grant administration and management.

Inyo and Mono Counties and an understanding of local government.

#### **Ability To:**

Remain up to date on the changing broadband landscape.

Work collaboratively with internal and external partners and stakeholders.

Communicate effectively both written and verbally.

Create effective presentations to communicate information to partners and stakeholders

Special Requirements: Must possess or obtain by appointment date a valid operator's license issued by

the State Department of Motor Vehicles; must be capable of passing a California Department of Justice

"Criminal Justice System Employee" background check prior to assuming duties.