

Job Opening
September 9, 2016

JOB TITLE: Senior Deployment Manager, Broadband
DEPARTMENT: Innovation & Broadband

LOCATION: NYC/Albany

BASIC FUNCTION:

Performs program management and deployment necessary to support the New NY Broadband Program; significant responsibilities include addressing permitting issues, perform GIS and data analysis tasks, creating projects for presentation to ESD Board of Directors for approval.

WORK PERFORMED:

- Manage New NY Broadband project timelines, budgets and interdependencies related to network planning, and improvement initiatives
- Communicate at all phases of deployment and ensure optimal performance and maintain a high level of customer satisfaction.
- Monitor and address permitting issues and work to eliminate grantee/quality control issues and complaints.
- Communicate across functional areas and update project statuses to keep BPO teams informed of progress and/or significant changes.
- Manage and assist in managing selected New NY Broadband Program projects: prepare directors' materials; Prepare and review served-status maps and data show served, underserved, and unserved areas of the state
- Prepare quality control reporting, analysis and reports for New NY Broadband Program.
- Performed BPO Vendor contract management responsibilities including procurement coordination and tracking invoices and oversight of consultants
- Following up with BPO staff to ensure that invoices are approvable and drafting payment authorizations;
- Following up with ESD Contracts Admin and Accounts Payable as necessary to ensure issuance of payments;
- Draft any internal documentation relating to the BPO contracts;
- Ensure compliance with the New NY Broadband Program regulatory requirements.
- Handle special assignments as required by BPO.
- Ability to work effectively under pressure situations, changing priorities and tight deadlines.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in Business, Engineering or related field; Master's degree preferred in Business, public administration, urban planning, architecture or similar fields.

Relevant experience required: Industry knowledge of broadband and telecommunications deployment and infrastructure. Minimum 5 years direct, extensive experience in one or more of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area.

Knowledge required: Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Knowledge of GIS programming. Demonstrated ability to efficiently manage multiple projects/tasks simultaneously, take initiative, and work independently. Familiarity with business, non-profit, and governmental agencies and general knowledge of New York State's geography and economies. Strong attention to detail and independent follow through are highly important. Microsoft Office, particularly Excel and Word; Database management.

APPROXIMATE HIRING SALARY: Up to \$78,000

INQUIRE

Leah Schanke, AVP - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER