



TITLE: Broadband Assistant Director
Classification: Exempt
Department: Finley Consulting Group
Reports to: Director, Broadband Consulting

Date: 5-26-2022

Position Summary: The Broadband Assistant Director directs specific, incremental projects for the Consulting Group. Each project will begin by drawing a project “road map” that details project tasks, the time frames in which team members will complete the tasks, and coordinate interaction with internal stakeholders and the client to achieve the clients’ objectives. The Assistant Director will be expected to lead and manage up to seven projects simultaneously all structured to achieve the program’s goals. The Broadband Assistant Director will organize the resources needed to accomplish project tasks, ensure that all work conforms to the program guidelines, and lead team members (colleagues, partners, and the client) through the execution of each stage of the project.

Essential Duties and Responsibilities:

Primary Finley interface to client for onsite review and collection of data as required.

Review of project needs for assembly of required datasets, designs, and funding program review so that skill specific associates can be identified for participation in the project.

Review GIS datasets via GIS staff (broadband maps, socioeconomic factors, etc.) for revisions or identification of trends for further direction to GIS staff.

Reviews the specific project with the Director to ensure that the skill staff establish the correct data metrics to allow for efficient analysis.

Manage relationships with Client/Finley stakeholders for cohesiveness to project.

Lead client discussions, manage programs, timelines, and interactions with clients to meet the broadband goals of a diverse group of clients.

Complete project calls with clients to guide the direction of the project.

Represent the Finley/Project team in client and public meetings; present project progress updates, final reports or application packages as required.

Provide review and compilation of Feasibility Study reports.

Provide review and compilation efforts for Broadband Funding Applications.

Represent Finley at conferences by making presentations as a subject matter expert.

Will be required to perform other duties as requested, directed, or assigned.

Education and Experience:

Minimum of 2 years of experience working for or with broadband providers, political subdivisions, geospatial entities, higher education, or funding programs with the skills to manage the unique dialogues and interactions with Finley clients (public, non-profit and for-profit).

Direct experience with building broadband networks or broadband programming is not required, but preferred. Finley will provide education and immersion in project discussion to help these attentive individuals understand the key points for client needs. Business Development will provide updates on key trends and concepts for the Consulting Group to consider in client interactions.

Job Knowledge:

Design — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language — Fluent in the structure, content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications and programming.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Building and Construction — Knowledge of materials, methods, and the tools involved in the construction of broadband networks.

Skills:

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Speaking — Fluent in speaking the English language to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Mathematics — Using mathematics to solve problems.

Time Management — Managing one's own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Instructing — Teaching others how to do something.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Negotiation — Bringing others together and trying to reconcile differences.

Persuasion — Persuading others to change their minds or behavior.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Abilities:

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Near Vision — The ability to see details at close range (within a few feet of the observer)

Speech Recognition — The ability to identify and understand the speech of another person.

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.

Far Vision — The ability to see details at a distance.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.

Supervisory Responsibilities:

None. The Assistant Director will work closely with the Consulting Group's GIS Analyst.

Licenses, Certifications, Training Requirements:

None required. Project management and/or GIS credentials preferred.

Physical, Mental and Visual Demands:

Flow of work involves normal mental and visual attention along with manual coordination much of the time. Physical demands require occasionally lifting over 25 pounds.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This position can work remotely with a preference to work within 100 miles of a Finley regional office. Remote associates must have access to reliable internet speeds minimum of 50 to 100Mps download, and 15 to 30Mps upload. Exposed to a combination of normal office type environments.

Travel up to 20% of the time.