

Job Opening  
September 12, 2016

JOB TITLE: Deployment Associate, Broadband  
DEPARTMENT: Innovation & Broadband

LOCATION: NYC/Albany

BASIC FUNCTION:

Performs general program management duties necessary to support the New NY Broadband Program; significant responsibilities include assisting with project timelines, managing data, and ensuring regulatory compliance.

WORK PERFORMED:

- Under the direction of the Senior Project Manager, work with the Broadband Program Office to identify key issues related to broadband adoption and deployment.
- Assist with various aspects of project deployment, including assisting with project timelines, interdependencies, the creation of reports, memorandum and documentation.
- Ensure compliance with the New NY Broadband Program regulatory requirements.
- Assume a variety of Department-wide responsibilities as assigned, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving paper and online processes, ensuring compliance with regulatory requirements, and managing data and budget information.
- Ensure quality and completeness of program data.
- 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, or related field; Master's degree preferred in Business, public administration, urban planning, architecture or similar fields.

Relevant experience required: Minimum 1-3 years' experience in one or more of the following fields: economic development, government, planning, public administration, or related business or not-for-profit area. General knowledge of telecom, broadband and technology sector and related public policy.

Knowledge required: Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. 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 \$60,000

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](mailto:Resumes@esd.ny.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**