

Job Opening

**Job Posting:** 04/03/2020

**Application Period: 30 Days or Until  
Position is Filled**

**JOB TITLE:** AVP, Broadband & Cellular Program

**LOCATION:** NYC

**DEPARTMENT:** Broadband/Cellular Program Office

**BASIC FUNCTION:** Support SVP of Broadband & Cellular Program Office in management and implementation of agency efforts to expand broadband and cellular coverage, and New York State cellular coverage planning; identification of areas lacking reliable cellular service; and development of regulatory proposals to streamline cellular infrastructure deployments in uncovered areas of the State.

**WORK PERFORMED:**

- Support agency efforts to expand broadband and cellular coverage across areas of the State lacking adequate service, including ongoing broadband deployment projects;
- Support the engagement of stakeholders relevant to expanding broadband and cellular coverage, including industry, government permitting and regulatory authorities, and community/non-governmental organizations;
- Support development of wireless plans to address New York State regions with significant cellular coverage gaps, focusing on major roadways, including all Interstate, U.S., and State highways, and significant connectors serving major tourist areas;
- Support development of proposals to improve regulatory policies/processes to encourage private cellular infrastructure deployments in regions with significant coverage gaps.
- Coordinate day-to-day work of Office's project management team and outside contractors in implementation and verification of grant-supported broadband deployment projects;
- Oversee intake and resolution of constituent inquiries regarding availability of service and progress of ESD-supported broadband deployment projects;
- Lead Office's procurement of necessary professional services, including outside consulting support, and oversee management of contracts;
- Oversee contracting relating to program initiatives;
- Work with the Executive Chamber and across State agencies as directed on programmatic activities and to promote performance and efficiency;
- Conduct research, prepare analyses, and suggest strategies for advancing office's mission;
- Oversee document management functions for the BPO;
- Develop written deliverables in support of the functional responsibilities described above, including reports and presentations for internal and external audiences;
- Special assignments as determined by the department head.

**EDUCATION & REQUIREMENTS:**

- Education Level required: Bachelor's degree in relevant discipline. Advanced degree preferred.
- Experience required: Minimum 5 years of relevant experience including supervisory/management experience.
- Knowledge required: Program development and public policy. Relevant knowledge of the telecommunications industry, and regulatory policies/processes impacting telecom infrastructure deployment preferred. Successful respondent must also demonstrate excellent time management, people management, prioritization, and communications (oral and written) skills, as well as proficiency in Microsoft Office computer programs

**APPROXIMATE HIRING SALARY:** \$100,000 - \$104,000 (w/ comprehensive benefits package)

**INQUIRE**

Leah Schanke, AVP-Human Resources

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto:resumes@esd.ny.gov), indicating job title in subject line and salary requirement in email body*

**Internal Candidates:** *Complete [Posting Application](#) and attach a copy of resume*

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