

Job Opening

Job Posting: January 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Director of Programs

LOCATION: NYC

DEPT: ConnectALL (formerly Broadband)

BASIC FUNCTION:

Manage the design and implementation of the ESD ConnectALL Office (CAO) portfolio of universal broadband access initiatives. Lead the development of public-facing documents and processes. Assist with management of the day-to-day implementation of CAO programs, including office operations. Advise CAO on intergovernmental issues and liaise with the State Legislature, other New York State agencies, and the private sector as needed.

WORK PERFORMED:

- Design CAO universal broadband access initiatives, including technical and legal requirements.
- Author and/or lead creation of high-level, public-facing and internal documents such as Requests for Information, Requests for Proposals, and Grant Disbursement Agreements.
- Engage with stakeholders relevant to the design and implementation of universal broadband initiatives, including private industry, local governments, government permitting and regulatory authorities, and community/non-governmental organizations;
- Conduct research, prepare analyses, and suggest strategies for advancing CAO's mission;
- Assist with the procurement of necessary professional services, including outside consulting support;
- Collaborate closely with CAO staff overseeing outreach, project management, compliance, budget, and data.
- Work with the Executive Chamber and across State agencies on universal broadband access initiatives to advance program performance and efficiency;
- In consultation with relevant State and local regulatory and permitting entities, develop proposals and build partnerships necessary to improve regulatory policies and processes to advance CAO's mission.
- 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.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in Public Policy/Administration, Business, or relevant area of study. Experience required: Five years of experience in program design, broadband and telecommunications, or grant-making.

Experience preferred:

- Experience with and understanding of state policymaking, regulations, and procedures;
- Experience strategically engaging with diverse stakeholders;

- Experience in program design and/or the development of Requests for Proposals, Requests for Information and other public-facing documents;
- Experience with government procurement and contracting.

Knowledge preferred:

- Management of or direct experience with wireline or wireless broadband, telecommunications, or public safety networks;
- Understanding of how broadband access fosters community and economic development;
- Understanding of the historic and current barriers to broadband deployment access in New York State;
- Knowledge of federal programs that provide financial and other assistance for further deployment of broadband services;
- Strong communication skills, verbally and in writing and the ability to synthesize work products into executive summaries;
- Ability to work effectively under pressure with competing priorities;
- Must have excellent computer skills and be proficient with Excel, Word, and Power Point.

APPROXIMATE HIRING SALARY: \$80,000 - \$90,000 (w/ comprehensive benefits package)

INQUIRE

Human Resources Dept.

External Candidates: *Send resume to 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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