

Job Opening

Job Posting: April 27, 2018

Application Deadline: May 28, 2018

JOB TITLE: Project Manager, Broadband

LOCATION: NYC

DEPARTMENT: Broadband

BASIC FUNCTION:

Under the supervision of Director, Project Management, responsible for various assignments to implement several large and complex implementation projects in support of NYS broadband efforts. The Project Manager will work in collaboration with the Broadband Program Office (BPO) team to execute projects and also work with NYS Regional Offices and other stakeholders to drive project implementation.

WORK PERFORMED:

- Manage and implement large, diverse and complex projects that may overlap in schedule. Ensure projects remain on target and are completed as planned.
- Administer and oversee activities related to ESD's New NY Broadband financial incentive programs including, review of applications, compiling and reviewing information, negotiating terms, and preparing board approval documents and grant disbursement agreements.
- Work with BPO team to set goals for improved broadband infrastructure and use within each region and develop a plan for achieving these goals.
- Create planning and tracking documents for managed projects with completeness and accuracy. This includes – establishing broadband project goals and objectives, identifying scope, developing a detailed project schedule, analyzing risks and contingency plans, managing quality, assigning resources appropriately, monitoring and managing budget when applicable.
- As necessary, develop alternatives to accommodate resource and/or schedule conflicts, shifting priorities, and other unanticipated events. Proactively investigate opportunities for improvements in the project scope that will result in value added.
- Ensure project expectations are managed by communicating effectively and timely with the Broadband team and stakeholders. Coordinate and facilitate meetings with the project sponsor, relevant representatives and stakeholders to review project proposal, goals, and deliverables.
- Assist in implementing and executing long and short term strategy for the NYS Broadband Program Office and Statewide Broadband initiatives and any other ad-hoc tasks as assigned by supervisor.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in relevant discipline. Advanced degree, including Master's in business administration or public administration, may be used to offset experience requirement.

Experience required: 3+ years relevant experience required. Experience working effectively under pressure.

Knowledge required: Excellent time management and prioritization skills. Strong communication skills, orally and in writing and the ability to synthesize work products into executive summaries. Must have excellent computer skills and proficiency with Excel, Word, and PowerPoint. Understanding of how broadband access fosters community and economic development and the historic and current barriers to broadband access in New York State.

APPROXIMATE HIRING SALARY: up to \$60,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP, Human Resources, ESD Corporation

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

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

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