

Job Opening

This is a maximum two-year temporary position

Job Posting: 01/14/2020

Application Period: 30 Days or Until

Position is Filled

JOB TITLE: Senior Project Manager, Broadband

LOCATION: NYC

DEPARTMENT: Innovation and Broadband

BASIC FUNCTION:

Responsible for a variety of duties within ESD's Broadband Program Office (BPO) in connection with the implementation, ongoing monitoring/oversight, and review of grant-supported broadband deployment projects across the State of New York. The successful respondent will ensure that construction of these projects proceeds on established schedules, that grant recipients adhere to the programmatic and contractual obligations, and that as-built projects conform to approved project plans. *This is a maximum 2-year position.*

WORK PERFORMED:

- Manage implementation of large, diverse and complex broadband deployment projects across the State involving different private partners, technologies, and geographies that may overlap in schedule. Ensure projects remain on schedule and are completed as planned.
- In coordination with grant recipients and other involved ESD business units, prepare administrative deliverables including project origination documents, board and inter/intra-agency review materials, contract and procurement forms, internal memoranda, presentation materials, meeting notes, offer letters, incentive proposals and grant disbursement agreements.
- Oversee grant disbursements and monitor grant recipients' compliance with programmatic requirements.
- Oversee the collection and aggregation of data on a variety of project progress indicators and metrics – e.g., construction data, mapping and Geographic Information System (GIS) files, budget and spending information, and data on utility pole/permit applications; perform data analyses and create/update internal reports –
 - Strong attention to detail required; Advanced proficiency in Microsoft Excel and ArcGIS preferred.
- Coordinate with the BPO's Project Management Team and its external technical advisors in the review and validation of completed projects, to ensure that as-built projects are consistent with funding proposals and meet the requirements of the New NY Broadband Program, including resolution of review findings –
 - Communicate with BPO grant recipients on behalf of reviewers and perform any necessary data collection.
- Ensure project expectations are managed by communicating in an effective and timely manner with BPO staff and other internal and external stakeholders. Coordinate and facilitate meetings with the project sponsor, relevant representatives and stakeholders to review project proposal, goals, and deliverables.
- Administer and oversee activities related to ESD's New NY Broadband Program financial incentive programs including review of applications, management of approval and funding process, compiling and reviewing information, negotiating terms, and preparing board approval documents and contracts.
- Supervise and manage subordinate staff; Distribute and monitor workloads.
- Represent ESD at meetings and public hearings regarding BPO projects.
- 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. Perform other ad-hoc responsibilities relating to implementation and oversight of BPO projects.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree in Business or Liberal Arts and Sciences

- Master's degree preferred in Business, Law, Public Administration, Liberal Arts, Social Sciences, Urban Planning, Engineering, Architecture or similar fields.

Relevant experience required: 5+ years' experience in Business, Government, Public Administration, or Planning.

- Experience involving telecommunications infrastructure deployments preferred.

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: \$80,000 to \$90,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant – HR Manager, Human Resources

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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