# County of Door
## County Administration

| Division: | Title:<br>**Broadband Coordinator** | Date Created:<br>**01/24/2022** |
|---|---|---|
| Report To:<br>**County Administrator** | Prepared By:<br>**Ken Pabich** | Date Revised: |
| Pay Grade:<br>**J** | Reviewed By:<br>**Kelly Hendee** | Date Approved:<br>**01/24/2022** |
| FLSA Status:<br>**Exempt** | Employee Group:<br>**General Municipal Employee (GME)** | EEO Code:<br>**02 - Professional** |

### General Summary

Responsible for the overall coordination of the Door County broadband / FTTP initiative called FiberNet which is based on a County infrastructure engineering Assessment Report. FiberNet requires managing the interaction between all stakeholder groups to coordinate and develop the broadband fiber network in Door County. Requires coordinating the strategic planning to ensure the development and implementation of cost-effective network that will meet future needs of residents and businesses of the County. Coordinates County government related broadband initiatives, grants and relationships. Responsible for providing truthful and accurate written and verbal communications.

### Duties and Responsibilities

#### *Essential Functions*

1. Support and establish the vision of the Door County FiberNet.
2. Coordinate the implementation of fiber broadband throughout the County, where economically feasible.
3. Work with Internet Service Providers (ISPs) in implementation of FiberNet.
4. Build partnerships by working with various stakeholders like the FCC, WPSC, and WPS.
5. Help local communities in project development, grants and implementation in collaboration with the Door County Broadband partners.
6. Assist the ISPs in clearing roadblocks to funding, construction, provide support and coordination for public private partnerships and assistance with grant funding and reporting as the project develops.
7. Work cohesively with a Broadband FiberNet Implementation (Advisory) Committee.
8. Maintains awareness of emerging optical networking and wireless technologies, and provides consultation to the Committee.
9. Maintain awareness and monitor status federal and state broadband-related grants and loans.
10. Develops the annual budget and the 5-year capital budget for Door County FiberNet.
11. Provide elected officials (local, county, state and federal) with education relative to broadband issues facing Door County, and the status of broadband deployment efforts in the county.
12. Represents the county in regional and state fiber network, FTTP and broadband groups, organizations and committees as directed. Interacts with the media as required.
13. Build partnerships, collaborate, and coordinate and track activities and policies across all County department related to Digital Equity.
14. Support the Digital Inclusion network in documenting and sharing on the ground insight and expertise, facilitating collective learning about innovative best practices and raising awareness about digital equity efforts in the community.
15. Lead a team of volunteers, consultants and community members in strategic planning processes to develop and implement the County's Digital Equity Action Plan, a living strategic plan that outlines strategies, activities, deliverables, metrics, budgets and timelines for addressing digital inequities in the community.

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## Requirements

### *Training and Experience*

1. Bachelors or equivalent in technology services or broadband communications or related degree required.
2. Three (3) or more years' experience within the broadband field required.
3. Three (3) or more years of demonstrated project management experience required.
4. Demonstrated experience working with government grant applications and projects.
5. Current valid driver's license required.

### *Knowledge, Skills, and Abilities Required*

1. Strong communication skills with the ability to coach, negotiate and build teams.
2. Ability to demonstrate leadership by providing direction and vison.
3. Ability to provide sound judgment, and conflict resolution.
4. Ability to understand/comprehend fiberoptic networking.
5. Demonstrated grant writing skills and success.
6. Demonstrated ability to effectively work with the public and private sectors.
7. Proficiency working with MS Office products (Word, Excel, Project, PowerPoint)
8. Proficiency working with project planning software (examples: MS Project)
9. Basic understanding of utility infrastructure/communication infrastructure is preferred.
10. Familiar with telecommunications engineering and knowledge of both traditional and emerging as well as wireline and wireless technologies
11. Knowledge of emerging optical networking and wireless technologies.
12. Knowledge of broadband utilities in a municipal environment and an understanding of municipal goals and objectives.
13. Knowledge of basic state and federal regulatory influences over broadband / FTTP implementations.
14. Skill in developing budgets in a local government environment.

## Physical & Working Conditions

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking and sitting. Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operation controls. Occasional bending, twisting, squatting, climbing, reaching, and grappling.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

*Approvals:*

Ken Pabich, County Administrator — Date 6/27/22

Kelly A. Hendee, Human Resources Director — Date 6/27/22