

Assistant Fiber Manager

DEPT: Fiber Division
DIV:
DATE: March 2023

FLSA: Exempt
EEOC: Professionals



POSITION SUMMARY

Performs a variety of technical, administrative, and managerial duties related to assisting in planning, organizing, coordinating, and operations, including fiber service installation, and maintenance.

SUPERVISION RECEIVED

Works under the guidance and direction of the Fiber Manager.

SUPERVISION EXERCISED

Provides general guidance and direction to Fiber Division staff as directed.

ESSENTIAL FUNCTIONS

Performs a variety of general administrative duties as needed to assist coordination of the building and operation of the Lehi Fiber Network.

Act in place of the Fiber Manager when needed.

Attends planning meetings to assist in development of the City's fiber network, coordinates with fiber partner, consultants, and other department heads in the planning and approval of fiber service extensions.

Conduct research and analysis as assigned to ensure success of fiber network, rollout, and long-term success.

Assists in determining work priorities related to the network design, construction, and operation of the city's fiber network.

Manages communications between the city and customers including social media, print marketing, and all community outreach, including responding to resident questions.

May create and present monthly presentation to City Council, in absence of Fiber Manager and as directed. Represent the Fiber Division as directed.

Assists with grant seeking, grant administration, and coordinating grant management activities for Fiber Department, including research and identification of grant funding opportunities and grant funding needs; researching and developing grant-funding sources - federal, state, private, and other sources; developing and implementing provide technical expertise in determining grant compliance requirements.

Work to establish and maintain relationships with key stakeholders, including customers, vendors, and other local and regional organizations.

Build and maintain positive relationships with City staff, contractors, Internet Service Providers, and the public.

Manages numerous tasks and assignments at a time with frequent interruptions.

Supports and models Lehi City organizational values and applying these values while performing daily work functions.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited college with a bachelor's degree in business, information technology, public administration or related field of study, *Master's degree preferred*;

AND

B. Two (2) years of experience in municipal management or fiber optic network management;

OR

C. An equivalent combination of education and experience

2. **Knowledge, Skills, and Abilities:**

Must have knowledge and leadership qualities to develop, coordinate, and assist in citywide project assuring accountability and high performance. Must be detail oriented, ability to manage multiple tasks and willingness to ask for help when needed. Must be dependable and accountable with a high level of integrity.

Working knowledge and understanding of broadband utilities in a municipal environment and an understanding of municipal goals and objectives, including but not limited to, operations, project management, construction management, customer service, communication, and process development.

Must have a working understanding of financial principles; be able to evaluate fiscal and financial information and achieve positive financial results. Must be knowledgeable about the appropriate methods and means of dealing with human behavior situations in a variety of business circumstances.

Ability to plan, coordinate, direct and complete projects; interpret laws, ordinances, and regulations common to fiber utility operations; keep operating records and prepare reports; establish and maintain effective working relationships with employees, other partners, and the public.

Must be proficient with Microsoft Office Suite, especially Excel.

3. **Special Qualifications:**

Prior experience with municipal and wholesale fiber networks preferred.

4. **Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____