



BEAD DIRECTOR/CHIEF TECHNOLOGY OFFICER (CTO)

Classified Unclassified

New Revised

DEFINITION

Under the general supervision of the Agency Head or designee, this position is responsible for the day-to-day management of the Broadband office and broadband project activities associated with the Broadband Equity, Access, and Deployment (BEAD) grant, as well as completion of final grant project deliverables. Incumbent is accountable for developing and delivering on the agency's mission of accelerating the deployment of broadband infrastructure. Coordinates with stakeholders, hosts meetings with telecom partners, conducts data analysis on broadband deployment and digital inclusion metrics, interprets the data, and the overall program and project evaluation and success.

This position requires a confidential relationship with the policymaker.

DUTIES (NOT ALL INCLUSIVE)

Develops a five-year BEAD action plan based on the National Telecommunications and Information Administration's guidelines.

Executes the implementation of the 5-year action plan in accordance with federal and local guidelines.

Ensures the state's BEAD grant program has high return on investment.

Leads broadband projects in alignment with grant objectives.

Coordinates applicable initiatives across local and federal agencies to ensure all broadband financial investments are highly leveraged.

Coordinates efficiently the use of assets to significantly increase broadband availability and adoption territory wide.

Develops and maintains a broadband map as a platform for data collection to track the availability of broadband services and measure progress as well as other related information and provide public access to the data.

Works with key stakeholders to develop and implement specific legislative strategies related to broadband.

Advocates for public policies that remove barriers, promote and coordinate solutions, support and promote broadband deployment and adoption.

Provides stakeholder private and public partnership management and outreach to legislative and executive branches.

Testifies and makes presentations to legislative committees as required.

Partners with finance and budget teams to direct state allocations, manage BEAD grant, understand organizational financial health, and respond to requests and challenges as required.

Maintains the linkage between strategic planning and financial management.

Develops the capability to be a resource regarding all federal funding opportunities and the grant process for broadband technology and services.

Assesses current programs and laws and regulations to overcome impediments to broadband growth and adoption.

Provides recommendations for program improvements and development of new opportunities.

Tracks progress against targets and delivers timely status reports.

Prepares written and visual presentations for the Agency Head or designee, as requested.

Develops technical reports on all activities.

Performs other related duties as required.

FACTOR 1- KNOWLEDGE, SKILLS, ABILITIES

Knowledge of infrastructure planning and operation, design, and deployment, as well as systems life cycle management.

Knowledge of the general structure of the Government of the Virgin Islands, specifically the central Government agencies.

Knowledge of various strategic planning and best practices.

Knowledge of the methods and techniques of preparing diagrams and presentations to aid agencies in strategic planning and performance enhancement.

Knowledge of the budget and legislative process.

Knowledge and experience of the U.S. Virgin Islands geography and the methods, challenges, and opportunities of digital inclusion priorities and connecting under-served communities.

Knowledge of current and emerging technologies, technology directions, and strategic applications.

Knowledge of report writing including the clear and concise use of the English language.

Knowledge of database design, data processing, data management, and data analysis.

Skill in Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of diverse scopes in a cross-functional environment.

Skill in problem solving.

Skill in teambuilding.

Skill in customer service.

Skill in efficient and effective oral and written communication.

Skill in computer operations and applications with a high mastery of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

Ability to manage a substantial workload.

Ability to plan and supervise the work of staff members.

Ability to understand detailed financial information in the larger context of the long-term financial strategy of the organization.

Ability to interact with Agency heads and upper-level management personnel (internal and external); and to establish strong relationships with co-workers and staff of other departments and agencies.

Ability to command of strategic planning and project management tools and strategies.

Ability to effectively network with stakeholders internally and externally.

Ability to coordinate activities between federal and local government departments.

Ability to exercise professionalism and maintain confidentiality.

Ability to exercise efficient time management.

Ability to coordinate and handle multiple tasks to meet established deadlines.

Ability to analyze and evaluate data, create spreadsheets, charts, graphs, and presentations.

Ability to prepare financial data analysis.

Ability to read and comprehend.

Ability to maintain highly confidential information and data on GVI employees.

Ability to work independently with minimal supervision but also in a team environment.

Ability to work under pressure.

FACTOR 2- SUPERVISORY CONTROLS

Work is performed under the general supervision of the Agency Head. The incumbent is expected to meet deadlines, develop, direct, coach, mentor, and reinforce teamwork. Incumbent is expected to exercise

initiative and sound judgment in the completion and organization of assigned tasks.

FACTOR 3- GUIDELINES

Guidelines include general standards and directives, operating procedures and policies, applicable local and federal laws, agency rules, regulations, and manuals.

FACTOR 4- COMPLEXITY

Work requires time management, leadership, delegation, and planning. The incumbent is expected to exercise judgment, independence, and technical guidance and support to all functions within the agency in the completion of relative broadband infrastructure projects.

FACTOR 5- SCOPE AND EFFECT

The purpose of work is to implement and administer the territory's broadband grant project and provide technical guidance and support for the completion of the broadband infrastructure project.

FACTOR 6- PERSONAL CONTACTS

Contacts are local and federal government officials, Agency Head, applicable industry representatives, internal and external stakeholders, co-workers, and the general community.

FACTOR 7- PURPOSE OF CONTACTS

Contacts are made to obtain or supply information regarding performance initiatives and implementation of mission critical projects.

FACTOR 8- PHYSICAL DEMANDS

Work is mostly sedentary but requires some lifting. No other unusual physical demands are required.

FACTOR 9- WORK ENVIRONMENT

Work is performed primarily in an office setting but requires offsite visits to agencies/departments and project locations.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, Project Management, Information Technology, or any related field from an accredited college or university, supplemented by five (5) years professional experience in Strategic Planning, Project Management, Information Technology, Telecommunications development or technology operations relevant to broadband, including two (2) years of executive level experience leading cross-functional teams, or a related field.

NECESSARY SPECIAL QUALIFICATION

Professional Certifications: PMP, NGMA.

Date: 6/30/2023

Approved by: 
Director, Division of Personnel