

LCBA Executive Director

Summary:

The Executive Director is the Chief Executive Officer of the Lancaster County Broadband Authority (LCBA). The Executive Director reports to the LCBA Board of Directors, and is responsible for LCBA's consistent achievement of its goals and financial objectives. The Executive Director is responsible for all functions of the LCBA including staffing, planning, financial management, design, engineering, construction, operation, maintenance and evaluation of LCBA operations and achievement of its goals. The Executive Director is the face of the LCBA and is the principal advocate and represents LCBA, or delegates such representation on the local, state, and national level.

Duties:

- Reports to the Board of Directors, provides staff support to the Board, and is responsible for implementing the policies and goals adopted by the Board.
- Responsible for developing and annually evaluating a long-term strategic plan for the LCBA, in collaboration with the Board of Directors, which achieves LCBA's goals and toward which it makes consistent and timely progress.
- Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- Develop, implement and ensure OSHA Training and Compliance documents for key activities.
- Dynamically manage project plans and discuss changes on a monthly report to the Board of Directors.
- Manages all legal affairs of the LCBA in conjunction with legal counsel including execution of all contracts in accordance with Board guidance.
- Responsible for management of the LCBA including planning, development, implementation, and evaluation of LCBA operations, including staff, volunteers, consultants, equipment, properties, etc.
- Serves as procurement officer for the Authority under the guidelines established by the Board of Directors.
- Responsible for evaluating, updating, and ensuring annually, in collaboration with the Board of Directors, that LCBA Personnel Policies, Fiscal Policies, Bylaws, Articles of Incorporation, Insurance Policies, Disaster Preparation Policies, and other policies and contracts are up to date and adequately meet LCBA needs.
- Monitors all record keeping, evaluation of contracts, reports, etc. Submits reports, needs assessments, and annual accomplishments in a timely manner to the Board of Directors and other funding sources as required.
- Promotes expansion of LCBA services into geographic locations underserved or not yet being served.

- Has overall responsibility for loans, grant writing and grant management, including identification and analysis of potential funding sources.

In communications, the Executive Director will:

- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Publicize the activities of the LCBA, its services and goals.
- Be responsible for assuring frequent and quality communications to the community; such as producing a periodic newsletter, as well as up-to-date website and online calendar, brochures, press releases, etc.
- Serves as chief spokesperson for the LCBA and acts as liaison with partners, consumers and community groups, and may delegate those duties as necessary.
- Takes an active role in telecommunications organizations; educates legislators regarding issues affecting LCBA, and stays abreast of developments in industry, legislation, regulation, and funding which impact LCBA.
- Establish sound working relationships and cooperative arrangements with community groups, businesses and organizations.
- Represent the LCBA, our services, and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Executive Director will:

- Be responsible for recruitment, employment, evaluation, promotion, supervision and, when necessary, dismissal of all personnel in a manner consistent with all applicable laws and regulations and LCBA Personnel Policies. Responsible for formulating, updating and recommending appropriate policies for Board approval.
- Communicate appropriate staff concerns to the Board.
- Promote active and broad participation of employees in all areas of the organization's work and assist staff in relating their specialized work to the goals of the organization.
- Be responsible for ensuring continuing staff development through staff meetings, in-services, workshops, training seminars, and other development and training activities.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource policies are in place and consistently applied.
- See that an effective management team, with appropriate provision for succession, is in place.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Performs such other functions as may be delegated by the Board of Directors.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff and the Board in preparing a budget. Maintain organization operations within the budget guidelines.
- Provide fiscal oversight to LCBA, and submits monthly financial reports to the Board of Directors.
- Be responsible for reviewing and approving or recommending for approval all payables and payroll.
- Will be the liaison for audit purposes and provide access and requested information as necessary for the completion of an audit.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the chair and secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Qualifications:

- Bachelor's degree/credentials in appropriate field(s) or equivalent experience required; advanced degree preferred.
- Excellent interpersonal skills required.
- Ability to travel as necessary required.
- A minimum of ten years management and supervisory experience required.
- Proven record of results and ability to meet deadlines required.
- Excellent oral and written communication skills required.
- Computer proficiency in general office and telecommunications industry applications.
- Strong knowledge of Internet, VoIP, SONET, Ethernet, DWDM services.
- Five years experience in carrier relations with such companies as AT&T, Verizon, etc.
- Strong project management, administrative, and organizational skills required.
- Knowledge of grants, budgeting and finance; successful experience in developing and monitoring an annual organizational budget required.
- Knowledge of the community, its businesses and organizations preferred.
- Skilled facilitator and team builder.
- Ability to be flexible, creative, innovative and responsive.