



• 92 S. Main Str. • P.O. Box 219 • Lexington, TN. 38351 • Telephone 731-968-3662 • Fax 731-968-8988 •

## **Job Description**

### **Broadband Director for LexNet**

Department: LexNet

Reports to: General Manager

Supervises: LexNet Senior Staff and oversees all of LexNet

### **Position Summary**

The Broadband Director of LexNet will direct the activities of the fiber to the home premise subsidiary and implementation of the fiber to the home project. The Broadband Director determines objectives and establishes operating procedures to create and maintain financial soundness and profitability while ensuring optimum service to subscribers. The Broadband Director works closely with the General Manager on all major decisions.

### **Key Duties and Responsibilities**

1. Manages and directs operations and activities of the Utility's fiber to the premise subsidiary, to include hiring and managing employees, preparing reports, establishing budgets, comparing, and analyzing options, reviewing and executing vendor contracts, maintaining public relations, marketing services and managing assets.
2. Research new and emerging technologies to further the goal of the company. Evaluates new business and expansion opportunities and recommends new services to the General Manager.
3. Plan, direct, and oversee all lines of broadband business.
4. Implements and operates the FTTP network within the financial projections and budget approved by the General Manager. If modifications are required, develop budget/plan amendments with financial analysis for General Manager approval.
5. Establishes and implements goals within guidelines established by the General Manager.
6. Ensures operations comply with applicable federal, state, and local regulations.
7. Represents the Company with regulatory agencies, legislative bodies, and industry associations.
8. Promotes and maintains a safe working environment, observes all safety rules, and supports the Utilities Mission, Core Values, and Vision in carrying out the responsibilities of the position.
9. Supports and keeps abreast of bylaws, guidelines, policies/procedures, and philosophies of the utility to effectively serve and support the community and subsidiary subscribers.

10. Regularly confers with parent and subsidiary employees to offer assistance as needed. Works closely with parent company personnel to ensure overall success of the subsidiary and parent organization.
11. Maintains working relationship with vendors, contractors, subscribers, customers, and the general public in carrying out the responsibilities of the position. Works with consultant as required, ensuring the success of the FTTP deployment and ongoing operations.
12. Works in confidential manner with Lexington Electric System, General Manager and Staff.
13. Will develop an increasing understanding and support of the utility and its electric service; will protect and enhance the reputation and public image of the utility and its staff; will contribute in every possible way to high morale, teamwork, and helping others obtain job satisfaction; will provide maximum assistance and support to the General Manager, and will keep the General Manager informed of the end results being achieved.
14. Performs all other duties as assigned or directed.
15. Will be subject to 24-hour call-out.
16. WILL OBSERVE ALL SAFETY RULES AND REGULATIONS AS REQUIRED.

### **Qualifications**

1. Ability to work with all customers to better serve their needs.
2. Must possess and demonstrate in-depth knowledge of business principles and practices required to manage a fiber to the premises business; including but not limited to sales, operations, customer service, communications, process development and project management.
3. Must be knowledgeable about budgeting, general accounting and fiscal management practices, office procedures and business operating systems.
4. Must have a thorough understanding of financial principles; be able to evaluate fiscal and financial information, and achieve positive financial results.
5. Must be knowledgeable about the appropriate methods and means of dealing with human behavior situations in a variety of business circumstances. Must have demonstrated ability to effectively work directly with the public and company personnel. Requires ability to identify and resolve administrative problems. Irregular work hours may be required.
6. Must be able to implement fiber to the premise deployment plan and ongoing business operations; including but not limited to establishing and implementing policies, procedures, organizational structures, staffing, processes and management reporting and controls.
7. Must communicate effectively, both verbally and in writing, with all organizational levels both in the utility and its subsidiaries and with outside contractors and vendors, with persuasion and negotiation of conflict/ problems a necessary skill. Ability to delegate responsibility and

achieve results through subordinates, and maintain order in an environment of changing priorities required.

8. Ability to rely on extensive experience, sound judgment and demonstrated leadership to plan and accomplish goals.
9. Must have proven ability to plan and organize work to meet deadlines, all with a high degree of accuracy and with attention to detail.
10. Must have strong analytical and critical thinking skills with demonstrated problem-solving abilities. A wide degree of creativity and flexibility is expected. Ability to interpret contracts, agreements, policies, legal documents, and government regulations, evaluate fiscal and financial reports, forms, and data, and analyze complex written documents required.
11. Ability to build and lead a team successfully, resolving administrative problems and effectively delegating duties in order to achieve the results required.
12. Must understand the concept of providing quality services to customers and subscribers, and agree to maintain a continuing commitment to superior customer service.
13. Bachelor's degree in business management, Information Technology, or ten plus years in a management role of a broadband company is desired.
14. Practical experience in managing or directing a technology-related business or project required.
15. Must demonstrate advanced knowledge of networking technologies.
16. Must have technical knowledge of electronics, electrical, information technology systems and Fiber optic technologies.
17. Strong negotiation skills required.
18. Excellent leadership skills and previous supervisory experience preferred.
19. Must maintain a valid driver's license.
20. Additional education/work experience may be considered in lieu of education/work experience.