

GSMS Broadband Communications Operations and Project Manager

Job Summary:

The Broadband Team Manager will oversee the daily operation of the Grey Snow Communication Fiber Network, manage Grey Snow staff as needed and oversee Grey Snow projects.

Full time with excellent benefits package

Supervisory Responsibilities:

- Assists in the hiring and management of Grey Snow staff assigned to broadband projects.
- Assigns duties and responsibilities and oversees workflow of staff and contractors.
- Ensures the work performed by staff and contractors is of high quality and meets all company and project quality requirements

Duties/Responsibilities:

- Manages the Operations and staff of Grey Snow managed networks.
- Manages projects to ensure adherence to budget, schedule, and scope of project.
- Develops, maintains, and ensures the accuracy of reports and plans for assigned projects including project objectives, technologies, systems, information specifications, timelines, funding, and staffing.
- Sets and tracks project milestones; manages and accounts for unforeseen delays, then realigns schedules and expectations as needed.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Collects, analyzes, and summarizes information and trends as needed to prepare project status reports.
- Prepares project proposals and grant applications to secure funding for new projects.
- Ensures all time keeping, invoices, and financial reporting is accurate and tracked appropriately.
- Attends meetings and supervises staff and contractors in the field and at project sites as needed.
- Outlines the tasks involved in the project and delegates accordingly.
- Conducts cost analysis, estimating expected costs for operations and project.
- Prepares and implements a budget based on estimates.
- Addresses client and community questions, concerns, and/or complaints throughout the project.
- Communicates and collaborates with teams to provide training and information required to promote and sell new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Manages the sales of Grey Snow Communication Partner commodities.
- Oversees the training classes of Grey Snow Fiber Academy
- Performs other related duties as assigned.

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Required Skills/Abilities:

- Good Team Management Skills.
- Organized with attention to detail and accuracy.
- Analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Proven project management experience.
- Thorough understanding of broadband technology solutions and trends.
- Proficient with a range of general and specialized applications, software, and hardware used in the organization and the industry.
- Proficient with Microsoft Office Suite applications.
- Ability to motivate and lead teams.

Education and Experience:

- Associates degree or High School Diploma with 10+ years of combined field experience and supervisory experience.
- Valid US Driver's license.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to drive for extended periods of time between project sites.
- Ability to walk or hike in challenging terrain to conduct inspections.
- Must be able to lift up to 50 pounds at times.

Travel Requirements:

- 50%-75% Travel to job sites to meet with clients, project teams, contractors, or other stakeholders.

Excellent benefits package includes employer paid health, dental, vision, life insurance, short term disability insurance and employee assistance plans. We also offer an optional 401 K plan with up to 3% matching, accrued sick and vacation time and paid holidays.

To apply: Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Native American Preference is given (BIA Form 4432).

Please submit applications to Artees Vannett avannett@iowas.org by 4:30PM 07/04/2023