

CITY OF BURBANK

MANAGER TELECOMMUNICATIONS

DEFINITION

Under general direction, to manage the telecommunications commercial enterprise; plan direct, and coordinate the construction of telecommunications projects; and perform related work as required.

ESSENTIAL FUNCTIONS

Responsible for the management of commercial telecommunications programs and services; participates in business planning and development; forecasts and manages primary revenue growth; manages customer support, marketing, and sales leads related to telecommunications; acts as liaison to customers; makes presentations to the City Council, Boards or Commissions, and customers; prepares and administers the budget and assists in financial management; manages telecommunications construction projects and contracts; coordinates with other utility divisions, City departments, consultants, contractors, and other entities; advises on regulatory compliance; prepares reports and requests for proposals; forms and leads multi-disciplinary and multi-agency project teams; establishes and maintains management documentation, and reporting systems; reviews and evaluates bids and makes recommendations for selection of contractors and consultants; negotiates contracts with outside vendors; maintains records and prepares project specifications and special reports; enforces safety standards; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - technology and regulations pertaining to telecommunications and its infrastructure development; strategic planning and risk management; the principles and practices of public relations, sales, marketing, and customer service; budget development and fiscal administration; project management; computer systems; principles, practices, and methods of public facility construction techniques and management; field engineering; applicable laws, regulations, and ordinances; facility blueprints, codes, and specifications; principles of supervision; City safety practices; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Ability to - perform strategic planning; manage sales and revenue; perform marketing and customer support services; interpret regulatory matters; represent the utility in negotiations and interactions with external entities; negotiate and manage construction projects and contracts; interpret and check architectural and engineering plans, drawings, designs, specifications, and cost estimates; perform field work and conduct inspection of job sites; plan, schedule, and coordinate the work of a large facility, trades, and technical staff; supervise, evaluate and direct the work of others; establish and maintain effective working relationships; prepare correspondence and reports; make oral presentations; communicate effectively both orally and in writing.

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Education & Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college with major course work in business, marketing, engineering, economics, architecture, construction management, or related field and six years of increasingly responsible experience in the telecommunications/internet industry or similar experience in utility facilities design, construction, customer support, and management.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.