

Gratiot-Isabella RESD Position Description

Position Title:	Executive Director Mid-Michigan Network (MMNET)
Department:	MMNET/Technology
Reports To:	Superintendent
Date:	12-1-06

SUMMARY: Manage day-to-day operations and long range strategic initiatives for a 220 mile fiber-optic plant over five counties serving 25 entities including school districts, public libraries, community hospital and community colleges. Also serves approximately 500 traditional dial-up residential customers over leased DS 0's.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Effectively communicate and prepare recommendations to MMNet Board and its Fiscal Agent regarding operation and financial status of the network.
- Communicate with the public, various boards, and the Fiscal Agent.
- Prepare for future growth by developing and implementing ongoing strategic plans that leverage the Board's investment in MMNet.
- Test and implement new, cost effective services for MMNet members and affiliates.
- Assure a high degree of care and maintenance of all MMNet fiscal plant including but not limited to the 220 miles of outside fiber optic plant.
- Understand legal limits and capabilities of MMNet regarding its business operations and telecommunications regulations (Federal, State and local).
- Develop budget forecasts and prepare monthly variance analysis.
- Assure and maintain a high degree of customer satisfaction.
- Coordinate Universal Fund proposals and contracts. Stay abreast of USF rules and regulations.
- Facilitate between various departments within all district customers.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervise one administrative assistant and approximately 13 technical specialists responsible for desk-top computers, LANs, WANs, routers, switches, hubs, bandwidth management, on-call procedures, emergency restoration processes, customer service, budgeting, some data base management, new hardware and software deployment and support. Hire, train, plan, assign and direct work; appraise performance, address complaints and resolve problems.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Masters degree preferred or equivalent. Demonstrated administrative and telecommunications experience in a complex organization and a demonstrated knowledge and familiarity with voice, video and data technology. Demonstrated understanding of telecommunications regulations at Federal, State and local levels. Strong financial and/or accounting skills.

LANGUAGE SKILLS: Ability to read, analyze, and interpret business periodicals, professional and technical periodicals. Ability to research technical issues and new technology options using all available resources including the Internet. Ability to clearly communicate through oral presentation, multimedia presentations, written reports and email. Ability to effectively communicate with a wide variety of professionals, including technicians, auditors, engineers, administrators, board members, general public, lawyers, financial professionals, teachers and sales people.

MATHEMATICAL SKILLS: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to read, prepare and interpret financial statements including cash flow, operating statements and balance sheets.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people and executive Boards. This position occasionally requires climbing a ladder to access a roof or to access cables above a ceiling.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually quiet. The noise levels in this position vary. When working in the various equipment rooms, noise levels from equipment can be quite high. When visiting a building of a partner or customer, the noise level may be loud.

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Annual Salary = \$106,353.00

Expense Account = \$0.00

Reimbursed Expenses = \$0.00

Supplemental Compensation = \$801.00