



Department of Housing and Community Development

NOTIFICATION OF VACANCY

August 26, 2016

**Telecommunications & Broadband Coordinator
(Program Administration Specialist II)**

POSITION #00375

LOCATION:

**DHCD
600 E MAIN ST. STE 300
RICHMOND, VA 23219**

HIRING RANGE:

Negotiable up to \$62,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development seeks an energetic and experienced Telecommunications & Broadband Coordinator to join the Policy and Strategic Development Team. This position provides program coordination duties for the newly established Virginia Telecommunication Initiative (VATI). This position will provide technical assistance and customer service to a variety of DHCD partners including but not limited to local government, private telecommunication and broadband providers, non-profit community and regional organizations and economic development organizations to strategically design telecommunication plans and identify opportunities and resources for the deployment. Incumbent will assist localities and/or grantees with incorporating telecommunication into their larger community and economic development strategies both local and regional. Perform other related duties as assigned by the deputy director and/or associate director.

QUALIFICATIONS GUIDE:

Considerable knowledge of state and local government. Advanced subject matter knowledge of telecommunication or broadband technologies or experience managing telecommunication or broadband projects. Ability to interpret federal and state regulations. Grant and project management skills and techniques. Considerable knowledge of program design and policy analysis techniques preferred. Experience using GIS software preferred. Considerable experience in using data analysis to develop effective community development programs. Strong written and oral communication skills. Strong facilitation skills preferred. Ability to solve complex problems. Ability to manage multiple and diverse program requirements and meet a variety of deadlines. Degree from an accredited four-year college or university in Public Administration, Planning, Computer Studies or equivalent required. Experience in one or more of the following: research and analysis, community development, project development and management, financial management, or economic development. Strong computer skills required including ability to develop and use complex spreadsheets and databases. Ability to travel independently and frequently. Project management experience preferred.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> POSITION OPEN UNTIL FILLED.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
