



DIRECTOR OF TRIBAL BROADBAND

The Director of Tribal Broadband (Director) is under the immediate supervision of the Alaska Tribal Administrators Association (ATAA) Board Chair and is a professional level, full-time position. The Director will promote ATAA's belief that every Tribe and Alaskan community is entitled to accessible and affordable broadband services. The Director is responsible for providing and enhancing the knowledge necessary for Alaskan Tribes to make informed decisions about local broadband options. Assignments will be performed with considerable independence and require the application of initiative and creativity.

This position offers a unique opportunity for a seasoned professional who is a service-oriented, hands-on, and a culturally aware professional to advance broadband and other information technology initiatives in rural Alaska.

ESSENTIAL FUNCTIONS

- Facilitates meetings and interactions between regional stakeholders, to seek insight and feedback on approaches to address broadband issues and to assist in the development of regional broadband plans.
- Develop ATAA capacity to be a key access point for Tribal resources regarding state and federal funding opportunities and grant processes for broadband technology and services.
- Monitors regulatory processes and their impact on broadband and information technology.
- Builds relationships across various groups, leverage resources and collaborate with partners for information, knowledge, and asset and solution identification.
- Translates technical information and communicates in layperson's terms to Alaskan Tribes through speaking engagements and other communication modalities.
- Maintains a repository of best practices and lessons learned for Tribal communities concerning broadband and information technology initiatives.
- May perform tasks related to the position as well as various duties, as assigned, to support overall broadband objectives/goals of Alaskan Tribes.

REQUIRED QUALIFICATIONS

- Ability to research and present information to diverse stakeholders.
- Ability, interest, and willingness to travel and work in rural Alaskan communities.
- Strong oral and written communication skills with the ability to distill information, analyze quantitatively, solve problems, scope technical requirements, and prioritize work for stakeholder groups.
- Management experience for projects in rural Alaska.

- Leadership style that demonstrates a collaborative approach to lead and influence across internal and external stakeholders.
- Ability to receive constructive feedback from the Board Chair and other leaders.
- Demonstrates sound work ethics, is flexible, and displays dedication to the position.
- Graduate degree for information technology, business administration, or related field and at least 10 years of progressively responsible experience related to the work of the position. A combination of work experience and education that conclusively demonstrates an ability to do the work may be substituted.
- Proven track record in project management, delivering initiatives from conception through timely completion, within budget and on or beyond scope.
- Experience and understanding of information technology, infrastructure development and deployment across large geographies.
- Cross-cultural experience working with Tribes and Tribal non-profits in rural Alaska.
- Performs other duties as assigned or required.

REQUIRED SKILLS

- A service-oriented leadership approach and commitment to collaboration with diverse people and communities.
- Facilitative and collaborative leadership style. Proven ability to work in a team and build working partnerships.
- Demonstrated ability to build consensus.
- Ability to implement the vision, think strategically, creatively problem solve, exercise good judgment and lead change.
- Strong research and analytical skills.
- Strong writing skills are required.
- Exceptional public speaking, oral, written, and interpersonal communication skills.
- Demonstrated ability to complete multiple, moderately complex technical projects.
- Ability to plan short and long-term goals and deal with change.
- Ability to work independently or as part of a team in a fast-paced, collaborative environment.
- Ability to self-organize, provide continual status updates, set and meet project deadlines.
- Excellent organization and time management skills to ensure deadlines and goals are met.
- Ability to adhere to ATAA values and mission.

WORKING ENVIRONMENT

Most of the work is performed in a professional office setting and in the field throughout rural Alaska with a wide variety of people with differing functions, personalities and abilities. Travel to remote locations by boat, snowmobile, ATV or small plane is required and employee must be willing and able to travel.

PHYSICAL DEMANDS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires the ability to sit for long period of time. The position requires: normal range of hearing and eyesight, eye-hand coordination and manual dexterity to operate office equipment such as computer keyboard, photocopier, telephone and calculator. The work is sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds.

REASONABLE ACCOMMODATION

It is our practice when possible, to provide reasonable accommodation according to applicable state and federal laws.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignment.