

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Broadband Project Manager
Department of Technology Services

An Equal Opportunity Employer

Broadband Project Manager – Department of Technology Services

\$70,221 annual salary, 40 hours per week, *exempt contractual position*

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Wednesday, October 7, 2022

The Department of Technology Services is currently seeking a well-organized, detail-oriented individual to plan, initiate, and manage broadband projects for Carroll County Government.

As the Broadband Project Manager, you will be responsible for working with current and potential Internet Service Providers to help them apply for county grants. You will work with them throughout the completion of the projects and keep detailed records of work and expenditures in accordance with the Federal Grant requirements. You will be working with the County Chief Information Officer on daily basis and become familiar with all county Fiber activities

The ideal candidate for this opportunity will have a basic knowledge of IT Technologies, Fiber placement.

See next page for the full job description

Qualifications:

1. Bachelor's degree in Computer Science or related field
2. One year experience managing broadband and/or technology related projects
3. Valid driver's license
4. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost no deductible healthcare plans (including prescription and vision)
- ✓ Paid holidays
- ✓ 40 hours of paid time off

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 09/16/2022
(23-37)

BROADBAND PROJECT MANAGER

GENERAL RESPONSIBILITIES

Plans, initiates, and manages broadband projects for Carroll County Government. Serves as liaison between operational and technical aspects of projects. Plans project stages and assesses business implications for each stage. Monitors progress to assure budget, deadlines and standards are met.

ESSENTIAL TASKS include the following: other duties may be assigned.

1. Develop and update project plans for broadband projects including information such as project objectives, technologies, systems, information specifications
2. Manage project execution to ensure adherence to budget, schedule, and scope
3. Develop broadband plans that include cost-benefit and return on investment analysis
4. Schedule and facilitate meetings related to broadband projects
5. Establish and execute project communication plans
6. Monitor and track project milestones and ensure deliverables meet quality assurance standards and grant requirements
7. Initiate and review modifications to fiber build project plans
8. Identify need for initial or supplemental project resources
9. Assess current and future project needs and priorities
10. Collect, analyze, summarize and prepare project status reports
11. Maintain current knowledge of technology, methods, trends and techniques
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations
14. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
15. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Computer Science or related field
 2. One year experience managing broadband and/or technology related projects
- A comparable amount of training and experience may be substituted for the minimum qualifications.*

KNOWLEDGE, SKILLS, AND ABILITIES

1. Read, analyze, and interpret technical information
2. Make persuasive presentations on complex topics to top management, public groups and/or boards and employees
3. Write reports, correspondence, and other required documentation
4. Define problems, collect data, establish facts and draw valid conclusions
5. Respond to inquiries or complaints from employees, county agencies, vendors and citizens
6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES, REGISTRATIONS

1. Requires criminal background check as condition of employment
2. Valid driver's license