

**DUTY STATEMENT**  
DEPARTMENT OF TECHNOLOGY  
MIDDLE MILE BROADBAND INITIATIVE  
ASSISTANT DEPUTY DIRECTOR, MMBI

Name: Vacant  
Effective Date:

SCOPE:

Under the general direction of the Deputy Director, Middle Mile Broadband Initiative (MMBI), the Assistant Deputy Director is integral to the program's mission. The CEA oversees program management, governance and contract administration, playing a central role in the development and maintenance of a statewide open-access middle-mile broadband network. The Assistant Deputy Director ensures adherence to the Middle-Mile Advisory Committee's (MMAC) principles and statutory requirements, promoting transparency and accountability in implementing broadband-related policies and initiatives, in perfect alignment with the program's mission. The Assistant Deputy Director plays a crucial role in recommendations related to prioritization, location, permitting, and construction of open-access middle-mile broadband connections, ensuring equitable access.

SPECIFIC DUTIES:

- 30% Lead the strategic leadership in the implementation of the National Telecommunications and Information Administration (NTIA) Grant Management in collaboration with the Middle-Mile Advisory Committee (MMAC). Actively participate in the significant development of a roadmap for the future utilization, operation, and maintenance of the state-owned open-access middle-mile broadband network. Continuously assess the evolving landscape of broadband technology and policy, integrating emerging trends into the strategic roadmap to ensure the MMBI program remains at the forefront of advancements. Engage with key industry stakeholders to cultivate partnerships and explore innovative funding models, enhancing the program's financial sustainability for long-term success.
- 25% Collaborate with critical state business partners, such as the California Public Utility Commission (CPUC) and the Department of Transportation (CalTrans), to ensure roles and responsibilities align with statutory mandates. Work in close partnership with the third-party administrator to ensure MMBI initiatives are successfully implemented within defined budgetary and timeline parameters. Oversee the development and implementation of both new and existing broadband-related policies and legislation, with a focus on addressing labor concerns through collaboration with CDT Communications and Stakeholder Relations and the Office of Legal Services
- 20% Exercise executive oversight over contracts pertaining to the Public-Private Partnership Acquisition, ensuring compliance and optimal outcomes. Direct daily operations associated with the procurement and upkeep of statewide open-access broadband network reporting data. Generate strategic analyses, data, and recommendations concerning Middle Mile Route locations and Alternative Development Methods (ADM). Oversee the comprehensive development and submission of State and Federal Reports, fostering transparency and accountability in MMBI initiatives and the overall management of the statewide broadband network.
- 15% Serve as a member of the department's Executive Staff, act as an advisor to the Director/State Chief Information Officer (CIO), Chief Deputy Director/Deputy State CIO, Deputy Director, MMBI and the department's executive management team. Collaborate

with the executive staff on CDT's business strategy and sustainable operating model. Forge strong partnerships with department directors, Agency Information Officers (AIOs), departmental CIOs, presidents and vice presidents of private sector companies, and executive staff. Coordinate executive briefings, monitor strategic progress, and publish performance reports.

- 10% Provide executive oversight of MMBI's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State's progressive discipline policy including taking corrective or disciplinary action as necessary; ensure MMBI's management makes informed and defensible personnel management decisions in accordance with department and State policies, personnel-related laws, civil service rules, and collective bargaining agreements; effectively contribute to the department's equal employment opportunity objectives.

#### DESIRABLE QUALIFICATIONS:

- A bachelor's degree or higher in public policy, business administration, information technology, telecommunications, or a related field is desired.
- Substantial professional experience in program management, project direction, or a closely related field within the telecommunications or broadband industry.
- Demonstrated expertise in overseeing large-scale infrastructure projects, preferably in the field of broadband network development is desired.
- Proficiency in contract management and reporting, including experience with Public-Private Partnerships (PPP) and knowledge of relevant legislative requirements.
- Familiarity with state and federal regulations and policies related to broadband initiatives, public-private partnerships, and telecommunications.
- Proven ability to collaborate with diverse stakeholders, including government agencies, private sector entities, and community organizations.
- Experience in developing and implementing policies related to broadband access, digital equity, and technology adoption.
- Strong analytical and problem-solving skills, with the ability to address complex issues related to broadband deployment and adoption.
- Excellent written and verbal communication skills, including the ability to convey technical concepts to non-technical audiences.
- Demonstrated ability to navigate and influence in a complex political and regulatory environment.
- Familiarity with prevailing wage and labor considerations in infrastructure development projects.
- Knowledge of emerging trends and technologies in broadband access and digital connectivity.
- Flexibility to adapt to changing priorities and requirements in a dynamic and evolving broadband landscape.
- Leadership skills with a proven ability to inspire and motivate teams, fostering a positive and collaborative work culture.
- Experience in providing mentorship, guidance, and professional development opportunities to team members in the telecommunications or broadband field.
- Ability to cultivate a work environment that encourages innovation, collaboration, and continuous improvement in broadband initiatives.

- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and Federal governments and stakeholders.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, Legislature, key customers, stakeholders, privacy and advocacy groups and internal staff.
- Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

\_\_\_\_\_  
Assistant Deputy Director, MMBI

\_\_\_\_\_  
Date

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Deputy Director, MMBI

\_\_\_\_\_  
Date

H/R Analyst \_\_\_\_\_