

JOB ANNOUNCEMENT

Executive Director (Dakota Broadband Board)

The Dakota Broadband Board (DBB) is seeking an **Executive Director**.

The DBB Executive Director performs executive level work directing all operations and activities of the DBB. Duties include Board and Committee administration, budgeting and financial administration, marketing of commercial dark fiber, legal and compliance oversight, contracting and contractor management. The position reports to the Chair of the DBB and takes direction from the DBB Board of Directors and the DBB Executive Committee.

See position description for additional information on duties and responsibilities.

Hiring Salary Range: \$98,543 to \$113,554; Full Salary Range: \$98,543 to \$127,927

Education and Experience:

The DBB Executive Director position requires a bachelor's degree in business, public administration or a closely related field; a master's degree is preferred. Additionally, a minimum of five years of progressively responsible experience in organizational administration with background and experience in government, sales, marketing and/or business operations including experience with local governments, especially community development agencies is desired. Interested candidates should have a familiarity with fiber telecommunications systems, project management and knowledge of the federal E-rate program.

Qualifications:

The ideal candidate would have a wide range of knowledge, skills and abilities including excellent written and verbal communications, knowledge of how to seek out sales opportunities and a drive to pursue those, an aptitude for creating attractive marketing materials, an understanding of working with elected officials and government staff, and an ability to uncover potential beneficial options for cooperation and mutual advantage among public and private entities. Ability to establish and maintain effective working relationships.

Location and Hours:

The DBB offices are located at the City of Farmington Municipal Center. The DBB Executive Director is a full-time, exempt position and is eligible for telecommuting.

DBB Organizational Background:

The Dakota County Broadband Board is a joint powers board comprised of Dakota County and the cities of Apple Valley, Burnsville, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Rosemount, South St. Paul and West St. Paul.

The organizational structure of the DBB includes a Board of Directors and an Executive Committee. The Board of Directors serves as the governing body providing administrative and financial oversight. The Board of Directors consists of elected officials from each member organization. The Executive Committee is responsible for the carrying out the policy decisions of the Board of Directors.

For more information on the DBB, please visit the following DBB website and document links:

[Background on the Dakota Broadband Board, I-Net, and C-Net](#)
[Dakota Broadband Board C-Net/I-Net Systems and Business Plan](#)
<https://www.co.dakota.mn.us/Government/PublicEntities/Broadband>

To Apply

Interested individuals must submit a cover letter and resume, City of Mendota Heights application, and application supplement by **4:00 pm on February 28, 2019**. Applications must be received by the deadline for consideration.

Application materials are available for download at www.mendota-heights.com. Application materials are also available at Mendota Heights City Hall located at 1101 Victoria Curve, Mendota Heights, MN 55118 or by calling 651-255-1356.

Signed applications can be submitted:

- Via US Mail to—City of Mendota Heights, Attention: Cheryl Jacobson, Assistant City Administrator, 1101 Victoria Curve, Mendota Heights, MN 55118; or
- Via email in PDF format to--cherylj@mendota-heights.com; or
- In person at-- City of Mendota Heights, 1101 Victoria Curve, Mendota Heights, MN 55118

Equal Opportunity Employer