



EXECUTIVE DIRECTOR

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| Location: | Hampton Roads Region (Southeastern Virginia) |
| Classification: | Full-Time, FLSA Exempt Status |
| Starting Salary Range: | \$140,000 - \$150,000 DOE/DOQ; Competitive benefits package |
| Closing Date: | Open until filled; First review of applications begins 8/1/24. <i>Interested applicants are encouraged to apply immediately!</i> |

The Southside Network Authority (SNA) is seeking a highly skilled and motivated Executive Director to continue the Authority's mission and strategic goals and objectives of the SNA to develop a Fiber Optic Network Ring that will connect the entire 757 Region.

About the SNA

In 2018, the Hampton Roads Planning District Commission (HRPDC) endorsed the construction of a regional fiber network that will connect to the subsea transatlantic cables that have come ashore in Virginia Beach and spread this ultrafast fiber network throughout the region. This regional fiber network will occur in phases, beginning with the construction of a fiber ring that will serve the five Southside cities. This fiber network will then be extended to the Peninsula to create a regionally interconnected network that can be used to support and grow our regional economy and improve our quality of life.

The goals of the fiber ring are to create and attract new high-tech businesses to our region; support our educational and research institutions; and bring new internet services providers to the region, thereby creating internet competition, lowering prices, and increasing speed for residents. Our goal is to develop a Fiber Optic Network Ring that will connect our entire 757 Region. This Network Ring will serve as the backbone of 757's current and future digital ecosystem. This will enable, not compete with, internet service providers.

The Position

The Executive Director reports to the Southside Network Authority (SNA) Board of Directors and is responsible for ensuring achievement of the SNA's mission and strategic goals and objectives including operational effectiveness. The Executive Director will lead the SNA in meeting its mission through a matrix organization comprised of the Authority's member cities, its Public Private Partner (P3), the Hampton Roads Planning District Commission (HRPDC), legal counsel, and other contractors as needed. The Executive Director is the principal advocate for the Authority and represents SNA, or delegates such representation on the local, state, and national level.

The Ideal Candidate will have:

- A strong understanding of information technology services, trends, and principles and how they support economic development, local government, and education.
- Ability to develop and maintain strong relationships with SNA Board Members, strategic partners, the business community, and local, state, and federal agencies.
- A proven record of results and ability to meet deadlines.
- Excellent oral and written communication skills.
- Computer proficiency in general office and telecommunications industry applications.
- Strong project management, administrative, and organizational skills required.
- Knowledge of grants, budgeting, and finance; successful experience in developing and monitoring an annual organizational budget.
- Knowledge of the Hampton Roads region, its businesses and organizations is preferred.
- Demonstrated skill as a facilitator and team builder.
- Ability to be flexible, creative, innovative and responsive.

Responsibilities Include:

- Providing staff support to the Board and is responsible for implementing the policies and goals adopted by the Board.
- Developing and annually evaluating a long-term strategic plan for the SNA, in collaboration with the Board of Directors, which achieves SNA's goals and toward which it makes consistent and timely progress.
- Providing administrative support including financial management, meetings, and SNA Website through a Memorandum of Understanding (MOU) with the Hampton Roads Planning District Commission.
- Maintaining official records and documents, and ensures compliance with federal, state, and local regulations including information requested via the Freedom of Information Act (FOIA).
- Management of all legal affairs of the SNA in conjunction with legal counsel including execution of all contracts in accordance with Board guidance.
- Management of the SNA including planning, development, implementation, and evaluation of SNA operations, including new and existing projects under SNA's authority.
- Evaluating, updating, and ensuring annually, in collaboration with the Board of Directors, that SNA Fiscal Policies, Bylaws, Articles of Incorporation, Insurance Policies, Disaster Preparation Policies, and other policies and contracts are up to date and adequately meet SNA needs.
- Monitoring all record keeping, evaluation of contracts, reports, etc. Submits reports, needs assessments, and annual accomplishments in a timely manner to the Board of Directors and other funding sources as required.
- Promoting expansion of SNA services into geographic locations underserved or not yet being served.
- Has overall responsibility for loans, grant writing and grant management, including identification and analysis of potential funding sources.
- Ensuring that the SNA's Strategic P3 partner conforms to service level and performance metrics as detailed in the Comprehensive and Lease Agreements. Provides oversight for the overall maintenance of the ring with the help of our engineering partners.
- Serving as a member of the P3 Strategic Advisory Board to ensure SNA goals and objectives are incorporated into P3 last mile fiber to residents, businesses, and other organizations.
- Awarding and providing oversight to other strategic contracts required to conduct SNA business.

In communications, the Executive Director will:

- See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.
- Responsible for assuring frequent and quality communications to the community via presentations and the SNA website to publicize the activities of the SNA, its services, and goals.
- Serve as chief spokesperson for the SNA and acts as liaison with partners, consumers, and community groups, and may delegate those duties as necessary.
- Take an active role in telecommunications organizations, educates legislators regarding issues affecting SNA, and stays abreast of developments in industry, legislation, regulation, and funding which impacts the SNA.
- Establish sound working relationships and cooperative arrangements with community groups, businesses, and organizations.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices.
- Work with the staff and the board in preparing an annual General and Administrative budget.
- Provide fiscal oversight and submit monthly financial reports to the Board of Directors.
- Will be the liaison for audit purposes and provide access and requested information as necessary for the completion of an audit.
- Ensure receipt of payments to the Authority by P3 in accordance with the Comprehensive and Fiber Lease Agreements signed by both entities.
- Ensure that adequate funds are available to permit the organization to conduct its work.
- Jointly, with the Chair of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Education & Experience

The following provide a strong foundation for this position:

- Bachelor's degree/credentials in appropriate field(s) or equivalent experience required; advanced degree and/or certifications preferred. A minimum of 10 years of related, full-time experience.
- Understanding of information technology services, trends, and principles and how they support economic development, local government, and education.
- A minimum of 5-7 years' management and supervisory experience.

To Apply

Cover letter and resume can be submitted by:

Email: karledge@hrpdcva.gov
Mail: Kelli E. Arledge
HRPDC/HRTPO Deputy Executive Director
723 Woodlake Drive,
Chesapeake, VA 23320

Physical Requirements and Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of the position in the noted job title.

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| Physical Requirements: | Work is typically sedentary requiring the exertion of up to 15 pounds of force, and a negligible amount of force frequently to move objects. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Must be able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Ability to coordinate and attend a variety of meetings. |
| Working Environment: | Most work is typically performed in a climate-controlled office environment. Occasional travel is required. |
| Writing Ability: | Work requires the ability to write reports, summaries, letters, and correspondence. |
| Reading Ability: | Requires the ability to read technical documents, federal, state, and local regulations and manuals, grants, correspondence, and other documentation. |
| Numerical Aptitude: | Requires the ability to utilize complex mathematical formulas. |
| Sensory Requirements: | Normal visual acuity, field of vision, speaking, color perception and depth perception. |
| Mental Requirements: | Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide impact. Performs work involving the application of principles of logical thinking and administrative, professional, and budgetary practices to diagnose or define problems, collect data and solve abstract problems with widespread impact; requires sustained, intense concentration for accurate results. |

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| Interpersonal Temperament: | Position requires flexibility. Must be able to give, receive and follow instructions and follow SNA rules and regulations; must be appropriately respectful of the rights of others in the workplace. Must have the ability to work under various levels of stress. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. |
| Additional Requirements: | An acceptable general background check to include a local and state criminal history check; a valid driver's license with an acceptable driving record as needed for work related responsibilities. Must be able to travel as needed and may be required to work beyond a normal schedule to meet the needs of the SNA. |
| EOE and ADA Compliance: | The SNA is an Equal Opportunity Employer. ADA requires the SNA to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management. |

About Hampton Roads

Situated in southeastern Virginia, Hampton Roads is home to 1.7 million residents. With one of the world's largest natural harbors, the region is an ideal location for tourism, trade, and the military. With numerous waterways, including the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers, the area offers a wide range of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals year-round. History, music, drama, and art are woven into the fabric of the region. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. Virginia Beach, known for its miles of beautiful public beaches, is Virginia's premier vacation destination. Localities on the Peninsula offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. The region's rural areas provide tranquil and picturesque settings, with numerous parks, campgrounds, and trails for outdoor enthusiasts. Come join us!