

WiredWest Executive Director Responsibilities

- Perform all duties of the Executive Director outlined in the WiredWest bylaws
- Strategic leadership and execution
- Operational oversight
 - Review repair invoices, sign-off [and challenge/resolve as required]
 - Negotiating and entering into contracts for the co-op, including renewals
 - Develop and issue RFPs as necessary
 - Review and enforcement of all contracts
 - Interface with Network Operator for operational/technical issues
 - Determine when hardware needs replacement or upgrade
 - Work with towns during major utility projects to minimize financial and operational impact
 - Assess needs and provide guidance to ensure that all towns have insurance that meets WiredWest standards
- Financial management and accountability
 - Budget development
 - Financial oversight — reviewing invoices, monitoring budget, identifying issues/opportunities
 - End-of-year dividend calculations
 - Coordinating with Bookkeeper and with Treasurer
 - Oversee annual review/audit requirements
- Board and governance support
 - Ensure compliance with M.G.L. related to MLP operations
 - Provide support for board initiatives and facilitate bylaw changes
- Municipal, stakeholder, and public relations
 - Outreach and public relations — with contractors, other towns, state/officials — as needed or directed by board
- Regulatory and compliance oversight
 - Monitor NJUNS & DigSafe and follow-up on any issues as needed
- Partnership and growth development
 - Research opportunities and identify cost considerations
- Organizational culture and mission stewardship
 - Attend WiredWest Board meetings
 - Attend WCF Partnership meetings