



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: County Administration

Division: Budget

Position: Broadband Project Manager

Who May Apply: **Any Qualified Applicant**

Employment Status: **Casual Part Time\***

Salary Range: **\$45.00/hr.**

Posting Opens: **October 25, 2022**

Closing Date: **Open until filled**

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## DEPARTMENT / OFFICE POSITION SUMMARY

This is a FLSA non-exempt non-represented casual position within County Administration, located at 351 NW North St., Chehalis, WA.

Under limited supervision, this position manages all activities related to the Lewis County Broadband Expansion Infrastructure Project. This position plans and organizes projects to ensure compliance with local, State and Federal guidelines. The scope of assignments managed are highly complex with large budget responsibilities and provide significant external oversight to external contractors, vendors, and suppliers.

This project management classification manages activities related to capital and non-capital project delivery, as well as oversees the work of external and in-house consultants. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This position organizes and oversees the day-to-day activities of the broadband project and responsible for coordinating program work for public works projects and providing support to the County Manager in a variety of areas.

*This project is grant funded through 2026.*

**\*Hours may fluctuate but not anticipated to exceed 20 hours per week.**

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## HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

For additional questions, please contact Becky Butler at (360) 740-1198 or [becky.butler@lewiscountywa.gov](mailto:becky.butler@lewiscountywa.gov)

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*Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.*

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications, can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

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## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Engineering, Project Management, or related field and five (5) years of increasingly responsible project management experience in transportation, utility, or other public works planning and project delivery.
- **Expert understanding of fiber installation practices.**
- Knowledge of fiber optic principles and methodology. Five (5) years of related experience managing projects; developing, negotiating, and administering consultant, construction, and inter-local.
- A valid Washington State Driver's License.

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## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Skills testing may be required**

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*NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.*

*Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.*

*Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.*