

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB528 JCN Fiber Program Manager
<b>POSITION #/TITLE:</b> 2506 JCN Fiber Program Manager	<b>Adopted:</b> 10-16
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Information Technology	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 14
<b>Reports To Position #/Job Code #/JC Title:</b> TBD/NB386/IT Infrastructure Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Supports city-wide fiber network (JCN) with responsibilities for the design and implementation of all fiber related changes/maintenance, documentation, and projects. Leads the maintenance of the JCN fiber network and management systems to ensure fiber/network integrity and maintain availability of services.

<b>Distinguishing Features of the Class</b>
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Extensive leeway is granted for the exercise of independent judgement and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, designs and coordinates implementation of the JCN fiber network;  
 Develops and coordinates the maintenance of the JCN fiber network including developing and maintaining a JCN planned maintenance schedule;  
 Leads installs of all fiber hardware, or associated hardware to the end point as needed;  
 Leads researching areas of fiber systems that need upgraded segments, parts and equipment;  
 Develops and implements policies, procedures, and protocols to support the fiber network operations;  
 Researches trends and innovations in fiber infrastructure and makes recommendations to the Information Technology Infrastructure Manager and Chief Information Officer;  
 Leads and develops the establishment of goals and objectives for JCN fiber network administration;  
 Leads disaster, emergencies, outages and recovery operations for the JCN fiber network;  
 Manages and monitors all fiber projects to ensure they conform to specifications;  
 Identifies fiber segments and environments that need upgraded equipment and implements or recommends changes;  
 Reviews specifications, bids and requests for proposals for the installation of construction for the JCN fiber network facilities;  
 Conducts field reviews of current and proposed projects to evaluate project needs, determine parameters, recommend design features and modifications;  
 Coordinates utility location, easement and construction activities with utility representatives for the JCN fiber network;

Reviews project costs and materials estimates for current and projected JCN fiber network activities;  
 Develops engineering and construction project specifications defining project needs and parameters;  
 Reviews project right-of-way and property acquisition needs and requirements;  
 Researches, tests, evaluates and recommends newer fiber equipment and hardware as needed;  
 Leads monitoring fiber network for consistency;  
 Develops and writes procedures for installation, use and problem solving of the JCN fiber network;  
 Trains and assists other employees in the use of the various server applications/ desktop applications for fiber administration and troubleshoots operational problems as requested;  
 Works with other city departments stakeholders (Traffic, WPC, Water) to facilitate any associated adds, changes or maintenance relating to corresponding portions of the JCN network;  
 Attends any meetings associated with joint utilities, JCN stakeholders, or any associated meeting as required;  
 Maintains contracts associated with fiber locates and/or staff supervision pertaining to such as needed;  
 Maintains contracts associated with fiber maintenance, new construction builds or emergency repairs;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Advanced knowledge of fiber optic hardware and equipment as it relates to the brands, models and specifications for the JCN fiber network;  
 Thorough knowledge of the functions and operations of City government;  
 Ability to recognize JCN/city/departmental/division needs and design solutions to meet those needs;  
 Ability to analyze problems and organize their component parts into logical steps;  
 Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, business and community groups, and the public;  
 Ability to carry a City cell phone to respond to after-hour emergency calls, and perform on-call coverage as scheduled;  
 The JCN Fiber Network Program Manager is responsible for ensuring emergency/after-hour support of all fiber systems as it relates to the JCN on a 24/7/365 basis;  
 Ability to work variable first shift, M-F work schedule, or as necessary as work load and projects require;  
 Ability to use diagnostic tools and equipment to maintain and repair fiber network segments and environments;  
 Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on hardware and software for a fiber network;  
 Ability to lead other Information Technology personnel in fiber projects;  
 Ability to train others in the use of fiber management software applications, equipment and tools;  
 Ability to coordinate the work of others;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
 Ingenuity and inventiveness in the performance of assigned tasks.

<b>Acceptable Experience and Training</b>
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Graduation from an accredited college or university with a Bachelor's Degree in Computer Science or a closely related field; and  
 Considerable experience working with fiber software, hardware and equipment, including lead/supervisory responsibilities; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Required Special Qualifications**

Server-related certification preferred.  
Valid Iowa driver's license.  
Required to obtain Iowa NCIC certification.

**Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;  
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;  
Sufficient personal mobility, which permits the employee to work in a general office environment and visit other work sites in the City.