

Broadband Project Coordinator

Community Description: The City of Stevenson, Washington is seeking a committed graduate-level intern to initiate a local broadband strategic plan.

Stevenson is a small town of 1,560 people. It is located in the heart of the scenic Columbia River Gorge approximately 1 hour from downtown Portland. The city is the seat of Skamania County, a popular tourist destination and home to several restaurants, breweries and outdoor and wind-based recreational opportunities.

The City employs 9 full time employees. This organizational structure of the city prevents the creation of subject matter silos, and information from multiple departments freely flows through City Hall's open office floor plan.

See www.ci.stevenson.wa.us for additional details about the city's current efforts.

Position Description: "If you fail to plan, you are planning to fail." -Benjamin Franklin

As Broadband Project Coordinator, the intern will learn how to apply this maxim to a project that is highly important to city leaders. The intern will be responsible for initiating the pre-planning stage of Stevenson's Broadband Strategic Plan. This stage involves 1) organizing the information necessary to assist future decisions/actions, 2) establishing a process that will identify those decisions and actions, and 3) convening stakeholders to set that process in motion.

Staff, in guiding the intern will rely heavily on "The 6 Breaths of Process Architecture" http://meadowlark.co/pdfs/6_breaths_architecture.pdf as a framework to initiate a process similar to the "Oregon Broadband Strategic Planning Template" (<http://www.oregonbroadbandplanning.org/assets/docs/PlanTemp/OrBBtemplate.pdf>).

Specific deliverables will be tailored to the experience and desires of the intern and agreed to prior to employment. Different tasks can include:

-Broadband Strategic Planning. Assist with development of broadband planning goals, informational needs, and meeting schedule. Identify regional stakeholders for participation on a Broadband Strategic Leadership Team. Engage stakeholders and initiate project kickoff meeting. Participate in kickoff meeting planning, facilitation, and wrap-up. Hand-off project including strategic plan template to City staff for remaining meetings.

-Franchise Compendium. Organize current and historic franchise agreements for all the City's franchise holders. Research broadband franchise agreements from other communities. Identify areas for improvement in existing franchises.

-Telecommunications Map. Organize existing mapping resources. Request resources from telecom providers. Develop new maps of broadband/telecommunications infrastructure. Identify whether environmental justice issues create a digital divide.

-Broad Policy Review. Identify current City policies that facilitate and/or deter broadband deployment. Research facilitative broadband policies from other communities. Organize and/or prepare case studies

to support broadband planning activities. Identify areas for improvement in existing standards, including, if possible, model construction standards and specifications.

-Small Cell Recommendations. Review proposed amendments to state law regarding small cell technology. Review existing city policies. Identify how existing city policies can be improved/made compliant.

-Honest Feedback. Provide outside perspective on outdated city practices (related or unrelated to broadband). Identify opportunities to incorporate newer, easier, or better practices being promoted in academia today.

Qualifications: A successful Broadband Project Coordinator will be a self-starter with the ability to work independently and as directed, have excellent verbal and written communication skills, possess a passion for and understanding of broadband telecommunications deployment, possess the ability to interpret, analyze, and communicate technical information, work courteously and tactfully with individuals having different political, professional and social viewpoints, and perform in a distraction-filled work environment.

Logistics & Compensation:

-Employment Dates. Flexible. 6/25/18 through 9/21/18

-Working Hours. Flexible. Up to 40 hours/week. May involve attendance at night meetings.

-Compensation. \$15/hour.

-Relocation Expenses. The Broadband Project Coordinator is expected to relocate during the term of employment and is eligible for the UW ICMA Local Government Fellowship Program, which provides a \$2,500 stipend to cover expenses related to their temporary relocation.

-Other. Interns will benefit from this position by making bi-state contacts in Washington and Oregon's governmental and non-profit sectors. Stevenson's management staff will provide young, capable, and dynamic oversight and create a supportive environment for the intern to achieve their goals along with the City's needs. Stevenson is located close enough to Portland to provide entertainment and amenities when the intern needs relief, but far enough out to elucidate the intern on the challenges—economic, social, and psychological—common to rural areas.

Application Instructions: Interested applicants must complete a city employment application, submit a résumé, technical writing sample, and list of 3 references. Cover letters will be accepted but are not required. The City will be accepting applications until March 26th, 2018 at 5 PM and will make a final decision by April 4th, 2018. Application packets can be obtained at www.ci.stevenson.wa.us/living/volunteer.

Completed application should be submitted in PDF format to Ben Shumaker at ben@ci.stevenson.wa.us. For questions regarding the position or for more information, Ben can also be contacted at (509)427-5970.

City of Stevenson
7121 E Loop Road
PO Box 371
Stevenson, WA 98648
Phone: 509-427-5970 Fax: 509-427-8202 email: candace@ci.stevenson.wa.us

Application for Employment

In compliance with Federal and State Equal Opportunity Guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of the applicant's ability to perform essential functions of the job and to determine reasonable accommodation. The City is a drug free workplace.

This application must be completed fully even if you are also submitting a resume. Incomplete applications will not be included for consideration in the selection process.

Name:	Phone:
Mailing Address:	Fax:
City, State & Zip	Email:

It is the City's policy that any applicant for a position which requires that he/she drive City Vehicles must hold or be eligible to hold a valid Washington State Driver's license. Do you possess a Washington State Driver's license?
Yes [] No []. If no, is there any reason you may be barred from receiving a license?

After reviewing the job announcement, can you perform the essential functions of this job? Yes [] No []
If Yes, would accommodations be necessary? Yes [] No [] (Reasonable accommodations will be provided if necessary)

In accordance with the Immigration Reform and control Act of 1986, employment by the City of Stevenson is contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States. Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.
Are you authorized to work in the United States? Yes [] No []

Have you been convicted of a criminal offense within the past seven years? Yes [] No []
If yes, please explain the nature of the offense, date, court, and description:

Note: Although the City may investigate criminal convictions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from employment with the City.

Can you travel if the job requires it? Yes [] No []

Have you ever been bonded? Yes [] No []
If yes, for what position:

Are you a veteran? Yes [] No []
If yes, what was your branch of military service and your final rank?

List any trade or professional organizations of which you are a member, including offices held:

List the name, address and telephone number of three references not related to you:

Summarize any special skills and qualifications you have acquired from employment or other experiences:

EDUCATION AND TRAINING

<u>Type of School</u>	<u>Name & address</u>	<u>Number of years completed</u>	<u>Graduated? Degree type? Major Subjects</u>
High School			
College			
College			
Business/Vocational			
Trade/Other			

EMPLOYMENT HISTORY

Beginning with your present or most recent employer, list your prior work experiences. Include periods of self-employment and US Military experiences. List each promotion separately. Describe the work you did and the number and type (clerical, technical, professional, etc.) of employees supervised, if any. If all of the requested information is contained in your resume in great enough detail, the note "See Resume" is an acceptable response.

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes [] No []	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employer: _____	Hours per week: _____
Employers Address _____	Employed from: _____ to _____
Job Title _____	Phone number: _____
Supervisor/Title _____	
Briefly describe work duties and level of responsibility: _____	
Number of employees supervised, if any _____	Last Hourly/Monthly wage: _____
Reason for leaving: _____	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

In accordance with the City of Stevenson's Drug and Alcohol Testing Policy, City employees who are required to have a valid Commercial Driver's License (CDL) are subject to testing for controlled substances and alcohol on a random, unannounced basis. The City is required to randomly test 25% of employees who are required to have a CDL for alcohol and 50% of employee's who are required to have a CDL for controlled substances.

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

The facts set forth in my application of employment are true and complete. I understand false statements on this application will result in my disqualification as an applicant, or, if I am employed, will be cause for my dismissal.

I authorize the City of Stevenson to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

In the event of my employment with the City of Stevenson, I will comply with all rules, regulations and policies set forth in the City's policy manual or the communications distributed by the City.

I Hereby acknowledge that I have read and understand the preceding statements.

Signature: _____

Date: _____