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**Reinbeck Telecommunications Utility  
414 Main St | Reinbeck, IA 50669  
(319) 788-7888 | www.reinbeck.net**

Reinbeck Telecommunications Utility (RTU) is seeking a customer-focused General Manager of Telecommunications to oversee the operations of the utility. RTU is a municipal telecommunications utility, governed by a five-member board of trustees. The ideal candidate will be hands-on, exhibit professionalism, represent RTU in a positive manor, be detail oriented, and be an excellent leader. RTU is seeking a manager who resides in Reinbeck, and may assist with relocation for the right candidate.

The work schedule is Monday through Friday 8:00 AM – 4:30 PM and must also be available outside of work hours for board meetings, maintenance, repairs, and other duties. There will be occasional travel for training and conferences. This position rotate on-call time with other employees.

RTU is offering competitive pay commensurate with experience. Other benefits include IPERS, health, dental, vision, vacation time, and sick time.

Essential Functions:

* Manage and direct operations of the utility, under the direction of the telecommunications board.
* Coordinate board meetings and act as board secretary. Attend all board meetings.
* Make recommendations to the board about strategies and other aspects of the utility.
* Identify cost saving measures and possible revenue streams and funding opportunities.
* Perform bookkeeping and account duties, including bank reconciliation, accounts payable, accounts receivable, and reporting.
* Prepare annual budget, including capital and operations budgets, and manage budget expenditures.
* Perform all regulatory filings and assure compliance with FCC, IUB, and other regulatory authorities, as well as local, state, and federal laws.
* Perform all necessary HR duties for employees, including payroll, insurance, IPERS, perform regular performance reviews.
* Ensure employee safety by monitoring employee operations and creating safety protocols.
* Develop practices and methods of operations of the utility.
* Perform regular market analysis and build strategies.
* Create marketing plans and campaigns.
* Perform high-level technical maintenance and repair of network.
* Any other duties assigned by the telecommunications board.

Required Skills:

* Telecommunications, ISP, and IT operations and practices.
* HFC, RF, fiber, and fixed wireless technologies.
* Networking, IT, and consumer electronics.
* Local, state, and federal regulations, including FCC, IUB, NEC, and NESC.
* Operations and project management.
* Customer service.
* Sales and marketing.
* Bookkeeping, accounting, budgeting.
* HR, payroll, employee management and evaluation.
* Delegating work.
* Prioritizing tasks.
* Ability to work with minimal supervision.
* Excellent customer service.
* Professional demeanor with employees, customers, and the community.
* Regular and prompt attendance.
* Maintain RTU’s brand.
* Represent RTU in a positive manor and uphold RTU’s reputation.

Experience:

* Degree in telecommunications, IT, networking, computer science, or a related field OR
* Relevent experience in telecommunications and/or management.
* Valid Iowa driver’s license with a clean driving record.

Physical Abilities:

* Ability to sit, stand, and walk.
* Ability to write and type.
* Ability to climb ladders with a climbing harness.
* Ability to lift 60 pounds.
* Ability to perform all duties required for position.

Please submit cover letter and resume to: [jobs@reinbeck.net](mailto:jobs@reinbeck.net).