

JOB SUMMARY

The Manager of Government Affairs will be responsible for developing, coordinating and implementing government affairs strategies and activities that advance the company's interests primarily at the state and local level, including with regard to the company's rural digital opportunity fund initiative (RDOF). The job may include representing the company before state and local governments and administrative agencies, franchising and procurement and community activities, as well as strategically planning, managing and executing other activities and events that advance the company's overall objectives with a particular emphasis on facilitating the RDOF deployment, permitting and pole attachment authorizations. The following offers more detailed descriptions of the kinds of responsibilities associated with the position.

MAJOR DUTIES AND RESPONSIBILITIES

Actively and consistently support all efforts to simplify and enhance the customer experience

Contributes to and supports Charter's government affairs and public policy strategies and tactics including working closely with regional field operations and other key functional departments to participate in RDOF planning meetings, assists with ensuring company RDOF project plans stay on-track and are not compromised, and develops consistent processes to manage interactions with local governments to assist in identifying and resolving RDOF project permitting, pole attachment, right-of-way access and other local concerns.

Assists with compiling RDOF statistics, track buildout progress, and compile other information as may be necessary to manage workflow and monitor milestones.

Identifies and facilitates state legislative activities that could impact the company including policy initiatives that support RDOF deployments.

Provides budget input in support of furthering RDOF strategies.

Works collaboratively with supervisors, peers and outside consultants to develop and grow grass roots and third-party support for the benefit of the company and its interests including company's RDOF initiatives.

Manage all communications with franchises; review the franchise renewal and acquisition process; prepare and review franchise documents; work to resolve differences between the Company and government officials

Communicate with legislative leaders to discuss cable television and proposed legislation; enhance public relationships by frequent interaction with federal, state and local officials

Inform appropriate personnel of all regulatory and legislative issues affecting the cable television industry; represent the system's position regarding industry issues; lobby on behalf of the system

Oversee communications with franchises; facilitate system franchise transfers and renewals; communicate with system staff and legal counsel regarding franchise documents including interpretation and renewal or extensions

Manage public affairs projects and activities (i.e. annual food/toy drives); represent the Company at community events (i.e. Chamber of Commerce meetings)

Coordinate with systems regarding correspondence to elected officials and press releases

Perform other duties as requested by supervisor

PREFERRED QUALIFICATIONS

Skills / Abilities and Knowledge

Ability to read, write, speak and understand English

Ability to communicate in a public forum and perform business negotiations

Ability to maintain relationships with political officials in local environment

Ability to prioritize and organize effectively

Ability to use a personal computer and software applications (i.e. word-processing, spreadsheet, etc.)

Knowledge of federal, state, and local franchise and cable regulations

Knowledge of government process at the federal, state, and local levels

Vision ability close vision, peripheral vision, and ability to adjust focus

Education

Bachelor's degree in business, political science or related field or equivalent experience

Related Work Experience

Political/government experience

Lobbying and public relations experience

Cable television experience

Certifications and/or Licenses

Valid driver's license, satisfactory driving record within the Company required standards and auto insurance

WORKING CONDITIONS

Office environment

Travel as required

Exposure to moderate noise levels