

SIOUX VALLEY WIRELESS  
Colman, South Dakota

POSITION DESCRIPTION

- A. Position: Assistant General Manager/ Chief Operating Officer
- B. Incumbent:
- C. Status: Exempt
- D. Position Function: To provide advice and assistance to the GM/CEO of Sioux Valley Energy/Sioux Valley Wireless, on all matters pertaining to the general management, competitive positioning, and system operations of Sioux Valley Wireless. To provide leadership on strategic planning and general operations. To direct internal communications to promote the organization's goals and objectives. To foster external relationships to promote the image and competitive position. Serves as acting General Manager of Sioux Valley Wireless in the absence of the General Manager.
- E. Reporting Relationship:
1. Reports to: General Manager/CEO of Sioux Valley Energy/Sioux Valley Wireless
  2. Responsible for: All Sioux Valley Wireless Positions
- F. Responsibilities and Authorities:
1. Plan and recommend to the GM/CEO; the employees, equipment, office space, and other resources necessary to achieve goals and objectives. Devise and monitor reports to ensure that goals and objectives are met.
  2. Approve, direct, supervise and evaluate the activities carried out by the Sioux Valley Wireless employees.
  3. Direct the initiation, implementation, evaluation and revision of the strategic planning process.
  4. Coordinates work plan and budget initiatives.
  5. Provide long range planning with regard to future needs in human and material resources.
  6. Plan and implement the policies and procedures to accomplish the goals, objectives and functions of the organization.
  7. Participates in the preparation of the annual operating budget for the organization, adequately covering all planned activities and obligations. Ensures that approved budget and work plan is followed.

8. Continually studies organization structure of the company, recommends any changes required and implements approved changes.
9. Directs and manages all the technical aspects of wireless Internet information systems and radio frequency systems both at the head end and back end.
10. Ensures that all operations comply with applicable federal, state, and local regulations.
11. Recommends and implements the transfer, promotion, termination and disciplinary action of immediate staff to accomplish approved program goals and to assure effective and efficient utilization of available human resources.
12. Administers employee development and compensation programs consistent with applicable policies, procedures and practices to assure the maintenance of a highly competent, motivated and effective work force.
13. Promotes and contributes to maintaining high standards for work place safety throughout the organization. Assists the General Manager/CEO and others in evaluating safety practices and recommends improvements as needed.
14. In addition to these responsibilities, may be assigned by the General Manager/CEO to perform other duties from time to time.

Approved by: Don L. Marker, General Manager/CEO

Date: July 19, 2010

Performance Factor	Level
Customer Focus	3
Teamwork	2
Innovation	3
Communication	4
Initiative	2
Quality/Quantity Focus	2
Leadership	5

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POSITION SPECIFICATION

SIOUX VALLEY WIRELESS ASSISTANT GENERAL MANAGER/  
CHIEF OPERATING OFFICER

**EDUCATION:** A Bachelor's degree from an accredited college or university in a field related to the challenges of the Chief Operating Officer position. Additional specialized training in telecommunication system design, operation and evaluation with emphasis on either information systems and/or radio frequency systems is preferred.

**EXPERIENCE:** A minimum of eight years experience in an increasingly responsible position in telecommunication information system and/or radio frequency system design, construction, and operation is preferred. Senior level management experience in the areas of finance or accounting, customer relations, personnel, or telecommunication operations is required.

**KNOWLEDGE:** A thorough working knowledge of telecommunication information system and/or radio frequency system design, construction, and operation and maintenance specifications and standards is required. A working knowledge of WiMAX systems is preferred. Knowledge of business management principles is essential.

**ABILITIES AND SKILLS:** The ability to effectively plan for and manage available resources is essential. The ability to effectively communicate with others, both orally and in writing is essential. Should also possess strong leadership, organizational, and interpersonal skills.

**WORKING CONDITIONS:** Generally accepted office working conditions. Occasional work outside normal working hours may be required. Occasional travel required to represent the organization at training and information meetings of allied organizations and professional groups.

**PHYSICAL REQUIREMENTS:** Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Lifting and carrying of 10 to 50 pounds occasionally. Reaching and lifting overhead is required. Job requires standing, climbing, bending, pulling and reaching some of the time. Primarily inside work with about 10 percent of the time spent outdoors. Must be able to use hand tools and other equipment to complete work. Exposure to varying temperature conditions including cold below 32 degrees and heat above 100 degrees. Minimal exposure to dust and dirt. Hazards include working at heights, electrical and radiant energy. Safety equipment required. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Must be able to use office equipment such as a telephone, computer and printer. Must be able to communicate to individuals, small and large groups. Requires analyzing data and reports, conducting research, coordinating people and resources, directing and supervising people and evaluating performance. Skills in developing plans procedures, and goals required. Must be able to present information to others and work under stress.