

VACANCY ANNOUNCEMENT
Department of Economic Development

Application Due By: January 29, 2013

Title: Economic Development Program Specialist 3
Location: NYS Department of Economic Development
33 Airport Drive, Ste. 201
New Windsor, NY 12553
Grade: 27
Work Hours: 8:30 AM – 5:00 PM
Work Days: Mon - Fri
Employment Type: Full Time
Appointment Type: Provisional/Permanent
Jurisdictional Class: Competitive
Bargaining Unit/MC: PS&T

Duties/Responsibilities:

Incumbent will provide complex professional economic development support services and may assist in managing a regional office and other business/economic development programs. Duties include, but are not limited to: Assisting the Regional Director with origination and project development functions for business retention/expansion projects, development of incentive proposals and monitoring of projects by working directly with companies receiving assistance, support of Regional Council activities including work group support, undertaking public speaking assignments as a representative of Empire State Development, and supporting requests from the International, Small Business and Strategic Business Divisions of Empire State Development. Incumbent must also have finance experience.

Minimum/Preferred

Qualifications: Candidate must be eligible to transfer via Section 70.1 of the Civil Service Law by having at least one year of permanent service in a qualifying title within two salary grades of the Grade 27 level; OR

Candidate must be a qualified employee of the Department of Economic Development and have had one year of permanent competitive; or 55-b/55-c service as an Economic Development Program Specialist 2; OR

Candidate must have eight years of professional business development or economic development or trade and investment experience which must include: Two years of specialized economic development or tourism development/promotion experience with a governmental or not-for-profit organization, financial institution, public utility or consulting firm; **or** Three years of specialized business management experience requiring extensive public contact and responsibility for business operations in finance, marketing, sales or product distribution.

Substitution: College credits can be substituted at the rate of 30 semester credit hours equal one year, for up to four years of experience. A master's degree in accounting, business, marketing, urban/regional planning, management, tourism development, or public administration may be substituted for one additional year of the experience.

Contact Information

Contact Name: Stephanie Corso

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Human Resources Office
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Albany, NY 12245

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E-Mail: HR@esd.ny.gov

Additional: Please forward cover letter and resume to email address above. *(New York State is an equal opportunity/affirmative action employer.)*