

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Economic Development Program Specialist 2
Grade: SG-23 **Salary Range:** \$67,703 - \$85,635
Appointment Type: Permanent
Jurisdictional Class: Competitive

Due Date: 02/11/2016
Negotiating Unit: PS&T

Department: NYC Regional Office

Location: 633 3rd Ave.
New York, NY 10017

Responsibilities:

Under the general direction of the Economic Development Program Administrator 1 or 2, the incumbent will assist in managing a major regional office or a supporting staff unit at the division level, providing high level professional advisory services to key clients. The incumbent will also develop and implement economic development plans and programs.

Duties:

1. Providing staff support for the New York City Regional Council, including carrying out the following tasks: assembling member materials; providing staff support at meetings; drafting project documents etc.
2. Developing "economic climate" information, and maintaining detailed familiarity with regional/industrial economic problems and other economic "intelligence" of use for Empire State Development (ESD, comprised of the NYS Department of Economic Development and Empire State Development Corporation) planning, including obtaining advance information about expansion/contraction plans, analyzing problems and determining their cause then developing and recommending alternative solutions.
3. Utilizing staff research in order to facilitate regional industrial development activities.
4. Working with Economic Development Program Administrators, key ESD officials and local community economic development specialists in coordinating the preparation of custom packages for economic development.
5. Working closely with community leaders, advising in the formation of local industrial development agencies and in program development for these agencies.
6. Acting as liaison to regional stakeholders and working closely with economic development groups.
7. Developing economic prospects who are considering new locations in New York State and/or expansion may accompany local developer and prospect on inspection of properties.
8. Analyzing financial statements; understands basic loan underwriting; and originates loans.

Incumbent will also conduct community relations/awareness programs to promote the services of ESD through workshops, seminars and other related training programs, attend meetings and conferences, conduct speaking engagements and represent ESD at ceremonies. Incumbent will serve on committees and special task forces as required.

Incumbent will work with ESD staff, often on a project or team basis to insure effective program development, service delivery and administrative operations.

Minimum Requirements:

Open to permanent Economic Development Program Specialist 2 incumbents with one year of qualifying service in title or to candidates reachable on the Economic Program Specialist 2 eligible list.

Contact Information:

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Additional: If interested in applying for this position, please forward a cover letter indicating your interest and how you qualify for this position, and provide a resume, and send by mail, fax, or email to the above. Be sure to indicate position title you are applying for. (*New York State is an equal opportunity/affirmative action employer.*)