

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

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**Position Title:** Economic Development Program Administrator 1    **Due Date:** February 18, 2014  
**Grade:** SG-29                    **Salary Range:** \$90,684 - \$111,064    **Negotiating Unit:** PS&T  
**Appointment Type:** Permanent  
**Jurisdictional Class:** Competitive

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**Department:** Economic Incentives

**Location:** 625 Broadway  
Albany, NY 12245

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**Responsibilities:**

Under the general direction of the Senior Vice President, Economic Incentives, manages the Excelsior Jobs Program.

- 1) Develops and implements all aspects of the Excelsior Jobs Program.
  - a) Directs that information be maintained and problem-solving/technical assistance be provided by Excelsior program staff, and personally, to Department staff.
  - b) Develops process, procedures, and program compliance criteria.
  - c) Continually monitors and evaluates procedures and operations and initiates appropriate corrective actions.
  - d) Implements legislative and regulatory changes and responses to internal controls.
  - e) Responds to information requests from a variety of sources, e.g. business clients, economic development specialists within Empire State Development, individuals (both in and out-of-state) and senior management of the Department.
  - f) Works with Excelsior staff, Project Originators, and key Department officials in coordinating the preparation of incentive packages.
  - g) Reviews all documents appropriate for the review/management of projects.
  
- 2) Directs subordinate staff to insure effective program development, service delivery and administrative operations.
  - a) Plans, directs and supervises staff; provides training, evaluates performance and reviews staff work to determine if any additional resources, possibilities or options are available to improve operations.
  - b) Develops, reviews and implements work plans and projects.
  - c) Implements goals, standards and procedures for Department programs, insuring that they are carried out in accordance with operational guidelines.
  - d) Consults with and advises staff on Department policy; identifies day-to-day and significant operating problems, and devises appropriate solutions.
  - e) Delegates assignments and follows up to insure that a smooth workflow is maintained.
  - f) Oversees recurring requirements such as reporting for the unit.
  - g) Coordinates with others within the Empire State Development, the Department of Taxation and Finance, and utility providers to insure that all interfacing operations are functioning efficiently.

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**Minimum/Preferred**

**Qualifications:** Candidates must be eligible to transfer via Section 52.6 or 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 29 level.

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**Contact Information:**

**Contact Name:** Michelle Pemberton

**Address:** NYS Department of Economic Development  
Human Resources Office  
625 Broadway  
Albany, NY 12245

**Phone:** (518) 292-5198

**Fax:** (518) 292-5852

**E-Mail:** [DED-HR@esd.ny.gov](mailto:DED-HR@esd.ny.gov)

**Additional:** Please forward cover letter and resume to email address above. Be sure to indicate position title you are applying for and specify how you meet the minimum qualifications in your cover letter. *(New York State is an equal opportunity/affirmative action employer.)*

2/3/14