

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Economic Development Program Specialist 2

Due Date: 2/24/14

Grade: SG-23

Salary Range: \$66,375 – 83,954

Negotiating Unit: PS&T

Appointment Type: Permanent

Jurisdictional Class: Competitive

Department: Economic Incentives

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

Under the direction of an Economic Development Program Administrator 1, provides assistance to implement all aspects of the Economic Incentives Program, including day to day operations, legislative and regulatory changes, responses to internal controls and requests from other Empire State Development offices. Continually monitors and evaluates procedures and operations and initiates appropriate corrective actions. Develops appropriate procedures for program management. Reviews all documents appropriate for the review and management of applications. 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. Develops and maintains relationships with staff from SUNY, CUNY and private colleges and demonstrates willingness and ability to work as a team toward the successful administration of the Program.

Duties include:

- **SUBMISSION OF PLANS:** Create application forms and guidelines for SUNY, CUNY, community colleges and private colleges for submission of plans that specify the land or space the campuses want to designate as tax-free areas. Review plans and ensure that all statutory and regulatory requirements are met. Develop a process and requirements for amending plans. Prepare briefings for Commissioner Board review and approval of plans. Serve as staff to the START-UP NY Board to submit campus applications for designation of tax free NY areas for their review. In cooperation with the campuses, prepare briefings for the Board.
- **BUSINESS APPLICATIONS:** Develop an application process and standard statewide application forms and instructions for businesses to complete in order to apply for participation in the Program. Review applications and ensure that all statutory and regulatory requirements are met which includes coordinating compliance review by the Departments of Labor, Environmental Conservation and Taxation & Finance.
- **INFORMATION MANAGEMENT:** Design and maintain a START-UP NY database for managing information submitted by applicants and to account for the amount of land and space designated as tax free NY areas. Develop GIS capabilities and manage GIS files of tax free NY areas in order to verify where land and space has been designated and how much has been designated to ensure statutory requirements are met and limitations are not exceeded. Work with IT Department to develop an online system for businesses participating in the Program to submit annual reports to a statewide reporting database in a timely and efficient manner. Respond to requests (including FOIL requests) for information from the Governor, the Legislature, campuses, state agencies and other interested parties.
- **PERFORMANCE MONITORING:** monitor performance of businesses participating in the Program and consult with campuses and the Department of Taxation and Finance on steps to take for businesses that are not meeting their performance goals; AND in cooperation with counsel's office, develop a process for terminating businesses that are not meeting performance goals. Send notices to businesses that are being terminated and, where necessary, participate in administrative hearings for businesses that appeal a termination.

Minimum Requirements:

Open to permanent Economic Development Program Specialist 2 incumbents, or reachable on the Economic Development Program Specialist 2 eligible lists.

Contact Information:

Contact Name: Michelle Pemberton

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Human Resources Office
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Albany, NY 12245

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

2/7/14

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