

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

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

Due Date: March 6, 2015
Negotiating Unit: PS&T

Department: Strategic Business Division

Location: 633 Third Avenue
New York, NY 10017

Duties:

This position will serve as the NYS Department of Economic Development's industry director for the life sciences industry statewide. Duties will include, but not be limited to, the following:

- Respond to inquiries from businesses in the cluster to retain and create jobs.
- Source, originate and develop a robust pipeline of new deals in the life sciences cluster.
- Work as part of a project team to structure and negotiate State involvement in awarding discretionary benefits to projects with developers, end users and, in some cases, local governments.
- Maintain relationships with governmental and quasi-governmental entities, trade associations, real estate and business groups, civic and community organizations, cultural and professional organizations, and advocacy groups that are involved with the life sciences industry.
- Guide deals through the necessary board and public approval processes.
- Provide customized briefings, research and background to various departments as necessary on economic development trends, activities and new initiatives.
- Maintain strong working relationships with external clients including:
Company visits to engage new project activity
Annual site visits to key accounts (in-state travel)
Planning and participation with annual industry conferences (domestic travel)

Minimum Requirements:

Seven years of professional business development, economic development, or trade and investment experience which must include:

One year of economic development or tourism development/promotion experience with a governmental or not-for-profit organization, financial institution, public utility or consulting firm;

or

Two years of business management experience requiring extensive public contact and responsibility for business operations in finance, marketing, sales or product distribution.

Substitution: College credits may 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

(Economic development experience may include any combination of project origination, project management and/or experience in providing services in areas such as tourism promotion, export assistance, minority, women and/or small business assistance and in other projects/programs intended to create jobs.)

Contact Information:

Contact Name: Barbara O'Connor
Address: NYS Department of Economic Development
Human Resources Office
625 Broadway
Albany, NY 12245
Fax: (518) 292-5852
E-Mail: DED-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.)