

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Economic Development Program Specialist 2

Due Date: 5/08/14

Grade: SG-23

Salary Range: \$67,703 – 85,635

Negotiating Unit: PS&T

Appointment Type: Permanent

Jurisdictional Class: Competitive

Department: Long Island Regional Office

Location: 150 Motor Parkway
Hauppauge, NY 11788

Duties include:

Assist applicants with project development, CFA or PIW preparation, assessment of project eligibility, scoring, ranking and recommendations. Development of Incentive Proposals for funded projects and creating reports and tracking of same funded projects.

Develop materials needed for Board review and public hearing scheduling and attendance.

Give support to the regional council meetings, tours and presentations which include logistics, gathering of content for PPT, videos and other materials.

Assist the Regional Director and Regional Office staff in responding to regular and divergent requests from various ESD divisions including MWBE, Tourism, Small Business, Real Estate, Strategic Business as well as a multiple of other State agencies.

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

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

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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.*)

4/24/14

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