

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Economic Development Program Specialist 1 **Due Date:** 5/08/14
Grade: SG-18 **Salary Range:** \$52,293 – 66,494 **Negotiating Unit:** PS&T
Appointment Type: Permanent
Jurisdictional Class: Competitive

Department: Economic Incentives

Location: 625 Broadway
Albany, NY 12245

Responsibilities:

Staff is responsible for a variety of management duties to ensure that Excelsior Jobs Program participants comply with all laws and regulations and administrative procedures.

Duties include:

- Understand the process and procedures related to admittance and participation in the Excelsior Jobs Program. Communicate program requirements to potential applicants, participants and agency staff.
 - Review applications, assess eligibility and estimate program benefits.
 - Coordinate with internal contacts in the preparation of PRC materials, Incentive Proposals, and other documents appropriate for the review and management of projects. Manage projects from IP acceptance through final benefit year, including review of documentation submitted by program participants for statutory compliance. Ensure the calculations of the appropriate tax credits are complete and accurate.
 - Maintain program data, records, files and correspondence. Prepare written correspondence on program related matters.
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Minimum Requirements:

Open to permanent Economic Development Program Specialist 1 incumbents, or reachable on the Economic Development Program Specialist 1 eligible lists.

Contact Information:

Contact Name: Michelle Pemberton

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

Fax: (518) 292-5852

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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.*)

4/24/14

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