

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Economic Development Program Specialist 3

Due Date: 5/08/14

Grade: SG-27

Salary Range: \$83,493 – 102,838

Negotiating Unit: 05

Appointment Type: Provisional

Jurisdictional Class: Competitive Class

Department: International Trade and Investment

Location: 633 3rd Avenue
New York, NY 10017

Responsibilities:

The duties include but are not limited to:

Responsible for providing International Division Services to the five Boroughs of New York City. The assignment will require working in coordination with ESD's New York City Regional Office, as well as handling walk-in visitors seeking the Division's assistance in conducting business internationally. The position is assigned to the Division's main office in New York City. The New York City Region has been underserved since the retirement of a previous incumbent and this new position would be an upgrade to the roles of that previous incumbent.

Provide technical assistance to Regional Economic Development Council(s) (REDCs) to develop work plans and strategies for increasing exports and attracting Foreign Direct Investment (FDI) in the Region(s).

Originate and manage ESD projects to assist with business retention, expansion and start up in assigned economic Development Regions(s). Respond to inquiries from small businesses, start-ups and ongoing concerns that come to the International Office for guidance.

Compile economic/business development information needed for program management and client service delivery purposes within the scope of the Global NY Initiatives.

Provide contract and program management of ESD foreign offices (and others as needed) to ensure accurate reporting of data in accordance with performance metrics on trade, foreign direct investment, and compliance with contract requirements.

Input and update data and information highlights in the CRM and generate reports to be used by ESD management to assess vendor performance and to make decisions involving overseas economic activities.

Minimum Requirements:

Promotion: One year of permanent competitive service as an Economic Development Program Specialist 2.

Open Competitive: Eight years of professional general business or economic development experience including: two years of specialized economic development experience with a governmental or not-for-profit agency, bank, public utility or management consulting firm; or three years of specialized business management experience requiring extensive public contact and responsibility for business operations in finance, marketing, sales or product distribution.

Substitution: College study may be substituted for the general business experience on a year-for-year basis for a maximum of four years. A Masters Degree in accounting, marketing, urban/regional planning or public administration may be substituted for one additional year of the general business experience. A Masters Degree in business administration (MBA) may be substituted for one additional year of the general business experience and for one additional year of the specialized business management experience.

Contact Information:

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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.*)