

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

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

**Due Date:** 6/10/14  
**Negotiating Unit:** PS&T

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**Department:** Long Island Regional Office

**Location:** 150 Motor Parkway  
Hauppauge, NY 11788

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**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.

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**Minimum Requirements:**

Seven years of professional business development or economic development or trade and investment experience which must include: One year of specialized 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 specialized 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.

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**Contact Information:**

**Contact Name:** Michelle Pemberton

**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](mailto: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.*)

5/27/14

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