

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

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**Position Title:** Economic Development Program Specialist 2

**Due Date:** 6/10/14

**Grade:** SG-23

**Salary Range:** \$67,703 – \$85,635

**Negotiating Unit:** PS&T

**Appointment Type:** Permanent

**Jurisdictional Class:** Competitive

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**Department:** Environmental Investment Program

**Location:** 625 Broadway  
Albany, NY 12245

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**Responsibilities:**

Environmental Investment Program (EIP): Project management for the EIP including assisting applicants with program requirements and guidelines. Review and score applications for possible award and make recommendations for award amounts. Draft letters, contracts and associated documentation. Manage project and contract through to completion. Track program finances and project results.

Regional Councils/CFA: Review and update information for annual solicitation of projects through the CFA including the EIP program guidebook and the CFA application questions. Provide support to the Regional Offices and Regional Councils on EIP requirements and procedures.

Hurricane Irene-Tropical Storm Lee Business Flood Recovery Program: Assist management with continuing program audit of the grant program.

Pollution Prevention Coordinating Council/ Pollution Prevention Institute: -Assist with representation on the Pollution Prevention Coordinating Council, a statutory group made up of representatives from DEC, NYSERDA, EFC, and NYSTAR. Develop statewide pollution prevention initiatives that work to 'green' manufacturing processes. Propose new initiatives for implementation.

Assist with representation on the board of the Pollution Prevention Institute.

Executive Order Number 4: Assist with agency representation on the EO 4 Interagency Committee. EO 4 established a State Green Procurement and Agency Sustainability Program, directing state agencies, public authorities and public benefit corporations to green their procurements and to implement sustainability initiatives.

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**Minimum Requirements:**

Open to permanent Economic Development Program Specialist 2 incumbents, or reachable on the Economic Development Program Specialist 2 eligible lists.

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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.)*