

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Economic Development Program Administrator 1

Due Date: June 30, 2015

Grade: SG-29

Salary Range: \$92,498-\$113,285

Negotiating Unit: PS&T

Appointment Type: Permanent/Provisional

Jurisdictional Class: Competitive

Department: Rochester Regional Office

Location: 400 Andrews St.
Rochester, NY 14604

Responsibilities:

The incumbent will report to the ESD Regional Director. Duties include, but are not limited to:

- Assist with the origination and regional management of economic development projects on a year-round basis. Coordinate with resources within ESD to justify and prepare Incentive Proposals, inclusive of ESD's Policy team (for cost benefit analyses), Excelsior team (for Excelsior Tax Credit incentives); ESSD's Finance group (for financial justification memorandums) and ESD's Project Review Committee (presentation and justification of incentive proposals), writing and vetting actual Incentive Proposal through project management to delivery and acceptance by applicant.
- Assist in the development and implementation of planning and regionally significant projects set by the Finger Lakes Regional Economic Development Council. Attend RC meetings and assist Regional Director in preparing for meetings. Become member on RC Industry Workgroup(s), attending meetings on a year round basis and reporting back on progress.
- In Summertime CFA season, review for eligibility all ESD CFA applications. Perform due diligence on eligible applications, provide scoring that is required on all CFA's, provide scoring documentation in CFA system, PTS system, coordinate with Regional Director on project rankings, provide scoring documentation on a timely basis to ESD team in Albany/NYC.
- Upon award notifications made by Governor, return back to winning applicants, preparing Regional Council Incentive Proposals, reworking budgets to make projects feasible while keeping within ESD guidelines, managing return of proposals, making all within ESD aware of status including managing PTS entries.
- Represent Finger Lakes Regional Office at public meetings and serve as designee on assigned boards and committees on local development boards and committees.
- When called upon, prepare and deliver speeches and presentations on ESD and the Council initiatives to regional groups.
- As senior staff person, assist in the development and training activities with junior staff people. Remain current on ESD programs, initiatives, as well as those of sister agencies with whom we interact regularly (e.g. NYSERDA, NYPA, HCR, etc.)
- Maintain open lines of communication between local development partners including (but not limited to) local Industrial Development Agencies, Local Development Corporations, Municipalities, Counties, Utilities, Regional Planning Boards, Greater Rochester Enterprise.
- Actively and responsibly providing current and accurate information to ESD Press office and Governor's Regional Representatives on both successful projects and problem areas that are important for media purposes.

- Coordinate with ESD's Strategic Business Division on multi-region and multi-county prospects and major key industry projects. Interact with Greater Rochester enterprise on site visits and responsiveness to prospect and ESD requests for information.
- Other duties as requested by the Regional Director.

Minimum/Preferred**Qualifications:**

Open to permanent Economic Development Program Administrator 1 incumbents, or current state employees eligible for a transfer within two grades of SG29 under Section 70.1 or 56.2 of the Civil Service Law.

Provisional Qualifications:

Promotional: One year of permanent competitive service as an Economic Development Program Specialist 3, Program Research Specialist 4, or Chief Communications Industry Production Assistant, or two years of permanent competitive service as an Economic Development Program Specialist 2 OR one year of non-competitive service as an Industrial Development Representative (International), Minority Business Development Specialist 4 or Commerce Policy Analyst 2 OR two years of non-competitive service as a Commerce Policy Analyst 1, Associate Certification Analyst, Associate Agency Services Analyst or Supervising Program Representative NYSTAR.

Open Competitive: 10 years of professional economic development experience in a governmental or not for profit agency, utility, or consulting firm* where 5 of the 10 years demonstrate higher level economic development experience such as having principal or sole responsibility for the development of major projects, including responding to client request for proposals and negotiation of incentives, the development of economic development strategies and tactics, the administration of a substantial economic development program or the preparation of sophisticated economic development research and analysis.

Substitution: A Bachelor's degree Business Administration, Public Administration, Urban/Regional Planning, Accounting or Marketing may be substituted may substituted for four years of the general experience. A Master's Degree in Business Administration, Public Administration, Urban/Regional Planning, Accounting or Marketing may be substituted for one additional year of general experience.

Contact Information:

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

Fax: (518) 292-5852

E-Mail: DED-HR@esd.ny.gov

Additional: Please forward cover letter and resume to email address above. Please include the title of the position for which you are applying. You must indicate in your cover letter specifically how you meet the minimum qualifications. (*New York State is an equal opportunity/affirmative action employer.*)

6/16/2015