

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

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

Due Date: 8/04/14
Negotiating Unit: PS&T

Department: Capital Region Regional Office

Location: 433 River St.
Troy, NY 12180

Responsibilities:

Responsibilities: Incumbent will assist with the origination and regional management of projects, the development and implementation of goals set by the Capital Region Economic Development Council, while promoting regional economic growth.

Duties include:

- Works as part of a project team
- Assist applicants with project development
- Conduct project analysis and review
- Review applications, including CFAs, submitted to ESD for assistance; evaluate for eligibility, ranking and recommendation.
- Correspond with applicants as needed to perform project reviews
- Assist in the preparation of Incentive Proposals, which includes working closely with businesses/organizations
- Prepare customized reports for evaluation and tracking of awarded projects
- Assist in the preparation of directors materials, letters, memorandums, project status reports and other documents appropriate for the review/management of projects
- Insure project compliance with regulatory requirements and schedule and hold public hearings.
- Assist in the coordination CREDC meetings and related activities
- Provide support to the CREDC work groups
- Respond to inquiries from small businesses, MWBEs, start-ups and other businesses that come to the CRO
- Represent ESD at public hearings for project presentation and other functions as necessary
- Assist the Regional Director, other staff of the CRO and the CREDC as necessary

Minimum Requirements:

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

Contact Information:

Contact Name: Michelle Pemberton
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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.*)