

NYS DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Deputy Director Economic Incentives **Due Date:** August 24, 2015
Grade: N/S **Salary Range:** \$85,000-95,000 **Negotiating Unit:** M/C
Appointment Type: Permanent
Jurisdictional Class: Exempt

Department: Division of Economic Incentives
Location: 625 Broadway, Albany, NY 12245

Responsibilities:

Under the direction of the Director, directs and coordinates the development of assigned division/programs designed to facilitate the Department's economic development and related goals and objectives.

Description of Activities and Tasks:

- A. In consultation with and at the direction of the Director, directs and coordinates Division programs and related staff activities.
 1. Ensures that relevant long-range goals are established; formulates short-term objectives; and develops and implements the programs needed to accomplish them.
 2. Resolves policy questions with respect to program operations.
 3. Directs efforts of subordinate managers to ensure that their program responsibilities are fulfilled.
 4. Monitors and evaluates programs, making any necessary adjustments designed to facilitate attainment of goals and objectives.
 5. Reviews reports and correspondence prepared by program managers to ensure all statutory requirements are met, the quality, consistency and reliability of information presented, and communication is clear and concise.
 6. Oversees the program budget preparation; ensures that required personnel policies and procedures are implemented; and utilizes effective management techniques to enhance program operations.
 7. Advises, and makes recommendations to, the Director and other ESD executives about legislative and regulatory proposals designed to change the Program.
 8. Consults with Counsel's Office, when necessary, regarding interpretation of statutory and regulatory provisions that frame day to day decisions about program operations.
 9. Prepares recommendations for review and approval by the Commissioner.
- B. Serves as point of contact with State and local government officials, private sector executives and other parties concerned with specific program issues.
 1. Ensures that consistency and continuity are applied to the organizational relationships that must be maintained between various constituencies and ESD.
 2. Works with other ESD executives to ensure the coordination of common programs.
 3. Makes presentations and conducts other program promotion efforts.
 4. Prepares correspondence for the Director and other ESD executives regarding program operations and program development.
 5. Reports to the Director concerning all program operations.

Minimum Requirements:

Eight years of professional experience in government, business or not for profit agency with two years of proven experience directing and managing the work of staff, including developing work-plans and assignments and evaluating performance. Candidates must have strong organizational skills, interpersonal skills, analytical skills and communication skills. Experience in New York State Government is desirable. A bachelor's degree is required and a Master's degree is preferred in either Business Administration or Public Administration, or any comparable area of graduate level education.

Contact Information:

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

Additional: Please forward a cover letter and resume to e-mail address above. Be sure to **indicate position title and location you are applying for and specify how you meet the minimum qualifications** in your cover letter.

New York State is an Equal Opportunity/Affirmative Action employer