

**Job Opening**  
**APPLICATION DEADLINE DATE: OCTOBER 25, 2016**

**JOB TITLE:** Economic Development Program Specialist 2, SG23, PEF **LOCATION:** Albany  
**APPOINTMENT TYPE:** Permanent **JURISDICTION CLASS:** Competitive  
**DEPARTMENT:** Economic Incentives  
625 Broadway, Albany, NY

**BASIC FUNCTION:**

Responsible for a variety of project management duties within the Economic Incentives Department from acceptance through certification or funding disbursement for projects undertaken by businesses to facilitate project success and ensure compliance with all laws and regulations and administrative guidelines and procedures.

Incumbent will be expected to develop a detailed knowledge of the requirements to participate in various tax incentive and grant programs and be able to effectively communicate the program requirements to potential applicants and other parties not intimately familiar with those requirements.

**WORK PERFORMED:**

- Monitor and manage flow of applications submitted from businesses.
- Ensure that all applications are complete in accordance with program procedures before any actions to approve them are commenced and to ensure consistency and quality of the review process.
- Review and analyze project budgets central to each application
- Where applicable, schedule, prepare and conduct in person meetings with applicants.
- Communicate with applicants and applicant representatives, including telephone, email and paper correspondence and provide ongoing assistance via phone and email.
- Audit applications, performance reports and requests for disbursements, work with legal and finance departments when processing requests for payment and issuance of tax credit certificates. Determine whether performance targets have been met, and if not, prepare a recommendation for invoking the appropriate actions. Ensure that the review and audit is as precise as possible and accurately reflects the business' performance prior to preparing a recommendation.
- Manage data using various program databases and ensure that project information is accurate in information management systems.
- Prepare reports, spreadsheets and analysis of data collected regarding program information. Help prepare annual reports as prescribed by statute and regulation. Ensure that all information included is accurate prior to forwarding to senior management for approval.
- Maintain professional and effective working relationships with other agency representatives from the Departments of Taxation and Finance, Labor, and local economic development organizations.
- General management of a portfolio of active projects where both tax credits and grants are used as a funding source, including review of applications, management of approval and funding process, compiling and reviewing information, negotiating terms, preparing directors approval documents and contracts, presenting projects, and attending off-site meetings. Coordinate with internal contacts (Origination, Finance, Design and Construction, Contractor and Supplier Diversity, Legal) in the preparation of board of directors' approval materials, contracts, project status reports, and other documents appropriate for the review/management of such projects.
- Assume a variety of Department-wide responsibilities as assigned, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving processes, ensuring compliance with regulatory requirements, and managing data and budget information.

**MINIMUM QUALIFICATIONS:**

Open to permanent Economic Development Program Specialist 2 incumbents, or those reachable on the Economic Development Program Specialist 2 eligible list. You need not apply if you are currently on the eligible list as we are canvassing the list.

**PREFERRED QUALIFICATIONS:**

The preferred candidate will also be proficient in Microsoft Office (Word, Excel) and have experience using databases and be willing to learn Microsoft Access; strong interpersonal, communication and organizational skills with exceptional customer service skills; ability to interact effectively with people at all levels professionally; excellent analytical, oral and written communication skills required. Must be extremely detail-oriented with the ability to multi-task, Ability to work independently and maintain confidentiality at all times.

**SALARY RANGE:** \$69,057 - \$87,351

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by **OCTOBER 25, 2016**. Be sure to indicate the position title and location you are applying for in your cover letter.

**INQUIRE**

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)

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10/7/16