

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Economic Development Program Specialist 3
Grade: SG-27 **Salary Range:** \$83,493 –\$102,838
Appointment Type: Provisional
Jurisdictional Class: Competitive Class

Due Date: 11/04/15
Negotiating Unit: 05

Department: North Country Regional Office

Location: 401 West Bay Plaza
Plattsburgh, NY 12901

Responsibilities:

Reporting to the ESD Regional Director, the Deputy Director will provide support of economic development activities and provide guidance and management in professional development to junior staff.

Duties include, but are not limited to:

- Assist in the direction and management of New York State's Regional Council initiative in the North Country Region.
- Assist the Regional Director in managing the day-to-day operations of the Plattsburgh regional office;
- Develop and conduct complex business-to-business marketing and other promotional programs;
- Perform a wide range of special business/economic development related and administrative assignments;
- Serve as Minority and Women-Owned Business Enterprise (MWBE) liaison
- Attend assigned public meetings and serve as designee on assigned boards and committees.
- Other duties as requested by the Regional Director

Minimum Requirements:

Promotion: One year of permanent competitive service as an Economic Development Program Specialist 2.

Open Competitive: Eight years of professional business development, economic development, or trade and investment experience which must include: Two years of economic development or tourism development/promotion experience with a governmental or not-for-profit organization, financial institution, public utility or consulting firm; **or** Three years of business management experience requiring extensive public contact and responsibility for business operations in finance, marketing, sales or product distribution.

Substitution: College credits may be substituted at the rate of 30 semester credit hours equal one year, for up to four years of experience. A master's degree in accounting, business, marketing, urban/regional planning, management, tourism development, or public administration may be substituted for one additional year of the experience

*Economic development experience may include any combination of project origination, project management and/or experience in providing services in areas such as tourism promotion, export assistance, minority, women and/or small business assistance and in other projects/programs intended to create jobs.

Contact Information:

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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.)*