



December 17, 2014

**JOB TITLE:** Project Manager

**LOCATION:** Central NY-Syracuse

**DEPARTMENT:** Regional Offices

**BASIC FUNCTION:**

Review applications submitted to ESD for assistance. Prepare and present projects to ESD Directors for approval and manage projects through final disbursement. Perform outreach and project development.

**WORK PERFORMED:**

- Project development and analysis
- Correspondence with applicants as needed to perform project reviews.
- Review of financial condition of applicants, if requested.
- Preparation of Directors materials, letters, memorandums, project status reports and other documents appropriate for the review/management of projects.
- Scheduling and holding public hearings and insuring compliance with regulatory requirements.
- Performing project management including loan closings and overseeing grant disbursements.
- Coordinating project team responsibilities.

**EDUCATION & REQUIREMENTS:**

Education Level required: BA degree in Business Administration, Public Administration, Law, Finance, Architecture, landscape architecture, Urban Planning or Real Estate Development.

\*Masters degree preferred and may be used to offset experience requirement.

Relevant experience required: Minimum 3-5 years direct, extensive experience in one or more of the following fields: economic development, government, business finance, planning, real estate development, public administration or banking.

Knowledge required: Sound verbal and written skills, familiarity with business, non-profit and governmental agencies, leadership skills; Microsoft Word and Excel

**APPROXIMATE HIRING SALARY:** up to \$54,300

**INQUIRE**

Maria Gately-HR Manager

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**