

DEPARTMENT OF ECONOMIC DEVELOPMENT

Vacancy Announcement

Position Title: Industrial Development Representative (International)

Due Date: August 30, 2013

Grade: SG-28

Salary Range: \$86,168-105,829

Negotiating Unit: PS&T

Appointment Type: Permanent

Jurisdictional Class: Non-Competitive

Department: International

Location: 633 3rd Ave.
New York, NY 10017

Responsibilities:

Under the general management of the Deputy Commissioner or Director:

- ◆ Cooperates with Regional Offices and with international chambers of commerce, foreign diplomatic and trade offices, industrial realtors and other appropriate individuals or groups in order to obtain information concerning trade opportunities, trade shows, and available properties recommended by such sources and to assist in the preparation of appropriate referrals to foreign firms;
- ◆ Assists in Preparing custom packages for international economic development projects;
- ◆ Facilitates an increase in exports by NY State companies and supports efforts by the Strategic Business Division and the Overseas offices of the Department of Economic Development efforts in attracting foreign investment to New York State ;
- ◆ Assists in identifying and obtaining potential suppliers as support industries for prospective manufacturers sourcing inputs, or locating to New York State and in preparation for investment or trade missions to foreign countries designed to attract foreign firms to New York State; and
- ◆ At the request of the Strategic Business Division calls on the executives of foreign business firms maintaining offices in the United States in hopes of interesting them in expanding their activities in New York State.

Description of Activities and Tasks:

- 1) Helps NY State companies increase their exports and helps SBD review existing data on available properties recommended by sources (i.e., Regional Offices, chambers of commerce, industrial realtors, etc.); analyzes information to insure applicability with international clients; and assists in the presentation of appropriate referrals to foreign firms.
 - a) Establishes and maintains contact with the Regional Offices, industrial realtors, etc. regarding properties and/or facilities suitable for use by foreign clients; maintains up-to-date regional/area files on such properties; makes recommendations on suitability of properties.
 - b) Organizes relevant information into a comprehensive written presentation for submission to client.
 - c) Accompanies client on inspection of recommended property to further review suitability of site.
- 2) Serves as the International Division's expert on manufacturing within New York State, and helps SBD prepare and present custom packages for economic development using all available resources including tax credits, financing, labor supply and training funds, power, water and other location factors.
 - a) Maintains current files on relevant New York State tax incentive and financing programs, labor supply data for various industries and other location factor information obtained from such appropriate sources in the Department, other State, Federal or local government agencies, chambers of commerce, labor unions, trade associations, public utilities, etc.
 - b) Prepares the necessary available location factor data.
 - c) Further develops data and information into final written format for presentation or transmittal to representatives of the foreign clients for review and analysis.
- 3) Supports the Overseas Offices of the Department for their task of increasing exports by NY State companies and attracting foreign investment to New York State. As requested by SBD
 - a) Develops data from appropriate sources (e.g. Department divisions, other State agencies, Federal or local government agencies, chambers of commerce, trade associations, private firms, labor unions, etc.)
 - b) Disseminates such information (e.g. promotional literature and more specific informational materials on New York state tax incentives, financing programs, job training programs, labor statistics, etc.) to

- potential investors
- c) When requested by the Director(s) of our Overseas Offices contacts representatives of foreign firms, banks, trade associations, governments, etc., to develop/provide information when such contact is deemed relevant to a specific potential trade or an investment or investment project currently being pursued by our overseas representative.
- 4) Assist prospective New York State manufacturers in selling their products in foreign markets obtaining potential suppliers as support industries.
 - a) Develops names of and relevant data on potential suppliers using Department and other governmental resources; computer databases; or other appropriate sources when necessary.
 - b) Contacts suitable firms to determine their capability to act as suppliers for prospective manufactures, arranging meetings where appropriate.
 - c) Transmits information to Department overseas representative or directly to representative of foreign firms advising on appropriate courses of action.
 - 5) Assist the Deputy Commissioner in preparing for trade and investment missions to foreign countries to attract foreign firms to New York State.
 - a) Works closely with other Department staff and/or outside private firms to develop background information and materials for production of promotional materials for distribution of overseas meetings, seminars, etc.
 - b) Reviews briefing kits prepared by appropriate Department staff to insure that they contain information and promotional materials both specifically packaged with relevant, and detailed information as well as more general Department literature.
 - 6) Assists SBD in calling on the executives of foreign business firms maintaining offices in the U.S. to interest them in expanding their activities in New York State.
 - a) Maintains preferred list of firms to be called on, based on communications with our overseas offices, solicited or unsolicited calls from prospective clients, other commerce contacts, knowledge of reverse investment climate for particular countries and for industries.
 - b) Calls on likely prospects and reports on findings for identification and follow up purposes.

Minimum Requirements:

Ten years of progressively responsible experience in sales or promotion work with an international concern, a governmental promotional or development agency or other organizations closely connected with international development, the duties of which included direct foreign investment, international expansions or international trade. Three years of this experience must have been in a position requiring contact with top-level management of business or government at the point of sales.

College graduation can be substituted for two years of the general experience. A Master's Degree in Business Administration, International Commerce or a related field can be substituted for one additional year of experience.

Contact Information:

Contact Name: Stephanie Corso

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 cover letter and resume to email address above. (*New York State is an equal opportunity/affirmative action employer.*)