



Job Opening

APPLICATION DEADLINE DATE: October 11, 2019

JOB TITLE: Economic Development Program Specialist 2, SG-23, PEF **LOCATION:** Albany
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Tax Incentives
625 Broadway
Albany, NY 12245

BASIC FUNCTION:

Under the general direction of the Director of the Excelsior Jobs Program, the incumbent will be responsible for a variety of project management duties within the Tax Incentives Department, from acceptance, through final review of program applications and funding disbursement requests for projects undertaken by businesses. Ensure compliance with all laws, regulations, administrative guidelines, and procedures pertinent to each tax incentive program. The incumbent will review Excelsior Performance reports and work on other tax incentive programs as assigned.

WORK PERFORMED:

- 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 offsite meetings.
- Coordinate with internal contacts in the preparation of board of directors' approval materials, contracts, project status reports, and other documents appropriate for the review/management of such projects.
- Manage data using various program databases, and ensure that project information is accurate in information management systems.
- Maintain professional and effective working relationships with all ESD regional offices, other agency representatives from the Departments of Taxation and Finance, Labor, and local economic development organizations.
- 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.
- Travel required (approximately 10%).

MINIMUM QUALIFICATIONS:

Open to current NYS employees with one year of service in an Economic Development Program Specialist 2 position and to those reachable on the Economic Development Program Specialist 2 eligible list. No need to apply if on this list, we are canvassing all list candidates.

Preferred Knowledge:

- Excellent written and verbal communication skills
- Knowledge of Microsoft Office and Customer Relationship Management (CRM systems)
- Working knowledge of SQL databases

SALARY RANGE: \$73,284 - \$92,693

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by October 11, 2019. Be sure to indicate the position title and location you are applying for and specify how you meet the minimum qualifications 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

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9/11/2019

Reference No. 01134

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.