



Job Opening

APPLICATION DEADLINE DATE: December 24, 2021

JOB TITLE: Economic Development Program Specialist 1, SG18, PEF **LOCATION:** Albany
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Tourism
625 Broadway
Albany, NY 12207

BASIC FUNCTION:

Under the supervision of the Director of Tourism Grant Programs, this position will support the Matching Funds, Market New York and other tourism grant programs by providing administrative and programmatic assistance, database management, grant excel sheet management, and a broad spectrum of duties stemming from communicating with program grantees.

WORK PERFORMED:

- Manage an extensive portfolio of active grant projects for the Tourism Matching Funds grant program, including: application review; evaluating compliance with guidelines for I LOVE NY logo use; quarterly reports; and preparation of various administrative document reports, presentations, and budget materials.
- Respond to inquiries – address concerns and explain the tourism grant programs to tourism companies, organizations, and regional stakeholders.
- Communicate (orally and in writing) with applicants/grantees and their representatives.
- Assist the Market New York and other tourism grant programs in maintaining accurate project information in an Excel-based tracking system and keep Tourism grant staff apprised of project status.
- Assist with other projects/duties as requested by the Director of Tourism Grant Programs and Executive Director of Tourism.

MINIMUM QUALIFICATIONS:

Open to current NYS employees who are currently in an Economic Development Program Specialist 1 title or eligible for transfer under Section 70.1 of Civil Service Law. Also open to those reachable on the Professional Career Opportunities (PCO) eligible list.

Candidates appointed at the Trainee 1 level will need to successfully complete a two-year traineeship before advancing to the EDPS1, SG-18 level.

PCO Candidate Advanced Placement Options:

- Trainee 2 Minimum Qualifications = Bachelor's degree, plus one year of qualifying experience*; or a master's degree, Juris Doctor, or higher degree in a related field
- Full Level (SG-18; not serving as a trainee) Placement = Bachelor's degree, plus two years of qualifying experience as defined below*; or a master's degree, Juris Doctor, or higher degree in a related field, plus one year of qualifying experience as defined below*

*Qualifying experience:

EITHER

Professional economic development experience is defined as work primarily in programs and activities intended to attract, retain or create jobs for the general public either directly or indirectly through tourism promotion, export assistance, urban and regional planning, redevelopment of blight or counseling of minority-owned, woman-owned and/or small business enterprises.

OR

Professional experience with a private business which has as its principal business activity real estate development, site selection or economic development consulting where your primary responsibility must have been in one or a combination of the following areas:

- professional site selection consulting which includes analyzing a variety of location considerations including labor, taxes, energy, infrastructure, real estate, construction and regulations, and making recommendations to industrial businesses on where to locate, expand or consolidate operations;
- industrial/commercial real estate development which includes analyzing locations, selecting a location and achieving the approval, financing, design and construction, and reconstruction/rehabilitation of industrial or commercial real estate properties;
- economic development consulting which includes consulting economic development organizations concerning economic development strategies, programs and practices.

If interested in this position, please make mention of your experience in cover letter.

SALARY RANGE: \$60,069 - \$76,387**

**This position may be filled as a traineeship. The salary range listed above applies to candidates appointed to Economic Development Program Specialist 1, SG-18. The starting salary for candidates appointed to Economic Development Program Specialist Trainee 1 is \$45,617. For current NYS employees, the starting salary is based on the candidate's salary at the time of hire. Candidates appointed at the trainee level will be required to successfully complete the traineeship in order to advance to the journey level title and salary.

ADDITIONAL:

IMPORTANT: All Department of Economic Development employees are required to be tested weekly for COVID-19 unless they are fully vaccinated. Employees who are vaccinated must provide proof of vaccine status through a secure online portal.

If interested in this position, please forward a cover letter and resume to the e-mail address below by **December 24, 2021**. 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**

New York State is an Equal Opportunity/Affirmative Action employer

11/24/2021

Reference No. 00535

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.