



Job Opening

APPLICATION DEADLINE DATE: August 20, 2022

JOB TITLE: Economic Development Program Specialist 2, SG23, PEF **LOCATION:** Albany
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Strategic Business Development
625 Broadway
Albany, NY 12245

BASIC FUNCTION:

Under the general direction of the Economic Development Program Administrator 3, the incumbent in this Economic Development Program Specialist 2 (EDPS2) position will serve as an industry director in the Strategic Business division and shall be responsible for both program management and project origination in several industry clusters.

WORK PERFORMED:

- Participate in the management of the Restore NY and Fast NY programs and the Downtown Revitalization Initiative.
- Serve as Project Originator for the Strategic Business unit
- Identify/Assist/Attract business in several business sectors including clean-technology, renewable energy and distribution and logistics.
- Locate suitable sites/infrastructure for project development
- Organize and participate on site visits, in coordination with local developers
- Assess state and local incentives for business attraction/retention
- Prepare incentive proposals (IPs) for agency-approved projects
- Network and develop relationships within the industry, and identify business opportunities
- Serve as the point of contact for agency's clients and assist as necessary
- Address requests from the Economic Development Program Administrator 3 and/or the Executive Chamber
- Prepare/Submit biweekly progress summaries
- Participate during staff meetings

MINIMUM QUALIFICATIONS:

Open to current NYS employees who are currently in an Economic Development Program Specialist 2 title.

-Or-

Open to those reachable on the Economic Development Program Specialist 2 eligible list, or eligible for transfer under Section 70.1 of Civil Service Law. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov>.

-Or-

Reinstatement Eligible: Previously held the title on a permanent competitive basis or held a title as indicated under the transfer eligible section on a permanent competitive basis.

SALARY RANGE: \$79,325 - \$100,342

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by August 20, 2022. 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

7/20/2022

Reference No. 01022

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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.