



Job Opening

APPLICATION DEADLINE DATE: February 15, 2019

A M E N D E D

<u>JOB TITLE:</u>	Director of Excelsior Jobs Program, SG-NS, M/C	<u>LOCATION:</u>	Albany
<u>APPOINTMENT TYPE:</u>	Temporary	<u>JURISDICTION CLASS:</u>	Exempt
<u>DEPARTMENT:</u>	Tax Incentives 625 Broadway, Albany, NY 12245		

BASIC FUNCTION:

Under the direction of the Senior Vice President of Tax Incentives, the incumbent of this position directs and coordinates the administration of the Excelsior Jobs Program in a manner consistent with the statute and regulations and the Department's goals and objectives.

WORK PERFORMED:

- Directs efforts of Program staff to ensure that their Program responsibilities are fulfilled.
- Supervise and manage Program staff; oversees time and attendance, conducts performance reviews and/or individual development plans, ensures staff comply with agency policy.
- Consults with Counsel's Office, when necessary, regarding interpretation of statutory and regulatory provisions that frame day to day decisions about Program operations.
- Resolves policy questions with respect to Program operations.
- Reviews reports, correspondence, and website content prepared by Program staff to ensure all statutory requirements are met and that the quality, consistency, and reliability of information presented and communicated is clear and concise.
- Ensures effective communication, coordination, and integration of activities between departments and units within the division and other divisions and departments of ESD, regional, and local economic development agencies, and other private sector stakeholders and organizations as needed.
- Monitors and evaluates the Program and if necessary, adjust to better facilitate the attainment of the Department's goals and objectives.
- Advises and makes recommendations to the SVP, Tax Incentives and ESD leadership about legislative and regulatory proposals that could impact the Program.
- Prepares recommendations for review and approval by the Commissioner.
- Establishes Program goals and objectives and metrics for evaluation of Program performance.
- Oversee/undertake special projects or initiatives as needed.
- Ensures that Program information, records, and databases are maintained and provided to others as needed.
- Oversees responses to information requests from a variety of sources e.g. ESD public relations staff.
- Continually strive to improve processes, making suggestions to improve efficiency and quality of work product.
- Reports to the SVP of Tax Incentives, concerning all Program operations.

MINIMUM QUALIFICATIONS:

Education level required: Bachelor's degree

Experience required: at least 5 years' experience working in a professional services company (e.g. accounting, consulting, data management).

Knowledge/Skills Required: Excellent written and verbal communication skills; proficient in Microsoft Office; Customer Relationship Management (CRM) systems; SQL databases.

SALARY: \$88,000

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by **February 15, 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](mailto:DED-HR@esd.ny.gov)

2/1/19

Reference No. 01081

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