Job Opening
APPLICATION DEADLINE DATE: July 11, 2019

JOB TITLE: Economic Development Program Specialist 1, SG-18, PEF
APPOINTMENT TYPE: Permanent
DEPARTMENT: Southern Tier Regional Office
LOCATION: Binghamton
JURISDICTION CLASS: Competitive

44 Hawley Street
Binghamton, New York 13901

BASIC FUNCTION:
Under the general direction of the Regional Director, the incumbent of this position will manage the administration of economic development incentives (grants, loans, tax credits, etc.) from point of offer acceptance through funding closeout for projects undertaken by businesses and organizations such as municipalities, not-for-profits, and local economic development organizations. Assist Regional Director with Regional Economic Development Council efforts and Consolidated Funding Application administration and processing.

WORK PERFORMED:

- Manage an extensive portfolio of active projects, including application review; management of funding process; compilation and review of data; preparation of various administrative documents, reports, presentations, budget materials, CEO and/or ESD Board Approval documents and contract agreements; and participation in off-site meetings.

- Respond to inquiries, address concerns, and explain ESD programs and services to companies, organizations, and regional stakeholders. Communicate with applicants and their representatives via telephone, email, and paper correspondence.

- Prepare, assist, participate and/or lead Regional Economic Development Council (REDC) activities as assigned.

- Assist in the development and implementation of regionally significant projects set by the Southern Tier REDC, Regional Office, ESD, and other partners.

- Following the Governor’s award announcements, work with winning applicants to prepare project documents; enter and update data on web-based project tracking database; keep ESD staff apprised of project status.

- Coordinate with internal resources (Project Origination, Finance, Design and Construction, Contractor and Supplier Diversity, and Legal) in the preparation of Board materials, contracts, project status reports, and other documents appropriate for the review/management of projects.

- Ensure that project information is accurate in the web-based project tracking database.

- Review requests for disbursement, perform desk audits, work with project attorneys for loan closings, and oversee grant disbursements.

- 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.

- Remain current on ESD programs and initiatives, as well as those of sister agencies with whom we interact regularly (e.g. NYSERDA, NYPA, HCR, etc.) and those of stakeholder partners (e.g. IDA’s, EDO’s, etc.).
• Maintain open lines of communication between local development partners including (but not limited to) local Industrial Development Agencies, Local Development Corporations, Municipalities, Counties, Utilities, Regional Planning Boards, and Chamber of Commerce.

• Other projects/duties as requested by the Regional Director.

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 professional economic development 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 professional economic development experience*; or a master’s degree, Juris Doctor, or higher degree in a related field, plus one year of professional experience

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

Preferred Qualifications: Professional economic development experience in a subdivision of government, not-for-profit organization, or an economic development office of a public utility firm.

SALARY RANGE: $56,604 - $71,980**

**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 Specialist Trainee 1 is $42,986. 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:
If interested in this position, please forward a cover letter and resume to the e-mail address below by July 11, 2019. In your cover letter, be sure to indicate the position title and location you are applying for and list how you meet the minimum qualifications as well as any additional preferred qualification.

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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6/11/2019
Reference No. 00555

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.