



Job Opening

APPLICATION DEADLINE DATE: February 20, 2019

JOB TITLE: Economic Development Program Specialist 2, G-23 **LOCATION:** Syracuse
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Division of Minority and Women's Business Development
620 Erie Boulevard West
Syracuse, NY 13204

BASIC FUNCTION:

Under the general direction of the Executive Director, Division of Minority & Women's Business Development (DMWBD), the incumbent provides technical advice and problem-solving assistance to economic/business development organizations and businesses or prospective businesses concerning a broad spectrum of economic development problems and issues. The incumbent monitors and supports enforcement of agency compliance with the provisions of Article 15-A and the attendant rules and regulations concerning the utilization of MWBDs on state contracts.

The incumbent promotes growth and opportunity for MWBD firms through education and outreach to agencies and prime contractors throughout New York State. Such activities will include, but not be limited to: finding and disseminating information on contracting opportunities; providing information and training regarding tools for launching/expanding a business; technical support; marketing access to capital programs; and participating in and/or developing local/regional events and workshops. Incumbent will be assigned regional areas for targeted support, while serving statewide MWBD program needs, as required. Statewide travel is required.

WORK PERFORMED:

- Researches and reports on significant regional and Statewide economic development issues and problems.
- Compiles economic/business development information needed for program management and client service delivery purposes.
- Administers aspects of specialized business/economic development and promotional programs and projects, such as grant programs, trade shows, site visit programs, etc.
- Prepares specialized information on incentives and other economic development tools specifically tailored to facilitate client business development (e.g. expansion, product or market diversification, etc.).
- Provides information needed by other Division units to ensure the participation of eligible firms in MWBD initiatives, including certification, business development, and training.
- Manages group projects to timely completion of deliverables by Business Development, and reports to Executive Director on progress.
- Develops and provides planning for MWBD-related events (expos, forums, conferences, etc.) and coordinates workshops to promote growth and opportunity for MWBD firms and represents DMWBD at such events.
- Develops and provides trainings and technical assistance to businesses and external technical assistance provider partners.
- Develops and provides trainings and workshops, education, outreach and resource materials to agencies/authorities, municipalities and other government agencies and businesses in accessing, finding and identifying MWBD contracting opportunities and business strategies.
- Provides support to agencies/authorities to develop new ways to create opportunities for MWBD firms, including attending meetings with agencies/authorities to discuss progress, reporting, and follow-up activities.
- Identifies business opportunities in contracting and in capital programs for MWBDs, and counsel MWBDs on business strategies.
- Identify prime contractors to create pathways for MWBD supply chain distribution networks and identify firms that have success in NYS contracting.
- Monitor agency/authority procurements, RFPs and contracting opportunities in NYSCS.
- Investigates and develops recommendations on business development for firms and provide programmatic assistance and prepare program reports.

- Represents ESD on behalf of the Business Development Unit in participation on panels for various business seminars.
- May supervise Economic Development Program Specialists 1 assigned to project teams.
- Statewide travel required.
- Special projects as assigned.

EDUCATION & REQUIREMENTS:

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

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 **February 20, 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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2/5/2019

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.