



Job Opening

APPLICATION DEADLINE DATE: December 2, 2021

JOB TITLE: Economic Development Program Specialist 2, SG-23, PEF **LOCATION:** Albany
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Environmental Services
625 Broadway
Albany, NY 12207

BASIC FUNCTION:

Under the general direction of the Environmental Services Unit (ESU) Director, the incumbent of this position will manage the administration of economic development incentives from beginning (application deployment) to end (funding closeout) for projects undertaken by businesses and organizations such as municipalities, not-for-profits, and local economic development organizations. The incumbent will assist the ESU Director and staff with the management of a variety of ESU programs, which have historically included, but are not limited to, the Lake Ontario Small Business Recovery Fund, the Lake Ontario Business Resiliency Program, the New Farmers Grant Program, and other environmental initiatives.

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 Empire State Development (ESD) Board Approval documents and contract agreements; and participation in off-site meetings.
- Review requests for disbursement, perform desk audits, and oversee grant disbursements.
- Coordinate with internal resources in the preparation of Board materials, contracts, project status reports, and other documents appropriate for the review/management of projects.
- Assume a variety of department-wide responsibilities as assigned, such as writing briefing memos, preparing complex spreadsheets, preparing incentive proposals and grant disbursement agreements, reviewing and improving processes, ensuring compliance with regulatory requirements, and managing data and budget information.
- Following 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.
- Remain current on ESD programs and initiatives, as well as those of sister agencies with whom we interact regularly (e.g. Departments of State, Environmental Conservation, Homes and Community Renewal) and those of stakeholder partners (e.g. Industrial Development Authorities, Economic Development Organizations, etc.).
- Ensure that project information is accurate in the web-based project tracking database (MS Dynamics).
- 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.
- Assist with program development and serve on committees and special task forces as required.
- Other projects as assigned by ESU Director, if applicable.

MINIMUM QUALIFICATIONS:

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: \$77,770 - \$98,372

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by [December 2, 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

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11/2/2021

Reference No. 01096

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.