



Job Opening

APPLICATION DEADLINE DATE: November 4, 2021

JOB TITLE: Economic Development Program Specialist 2, G-23 **LOCATION:** New York City
APPOINTMENT TYPE: Permanent **JURISDICTION CLASS:** Competitive
DEPARTMENT: Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017

BASIC FUNCTION:

Under the general direction of the Minority and Women's Business Development (MWBD) Director for Business Development, the incumbent will act as the primary liaison to assigned regional areas and agencies/authorities and will serve as program manager for certain business development programs.

The incumbent promotes growth and opportunity for MWBE 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. The incumbent will keep Division management apprised - on a timely basis - of significant issues, trends, or developments, with supported written findings and recommendations.

Incumbent will be assigned regional areas for targeted support, while serving statewide MWBE program needs, as required. Statewide travel is required.

WORK PERFORMED:

- Identifies business opportunities in contracting and in capital programs for MWBEs, and counsel MWBEs on business strategies.
- Compiles economic/business development information needed for program management and MWBE service delivery purposes.
- Investigates and develops recommendations on business development for firms and provides programmatic assistance and prepares program reports.
- Monitors agency/authority procurements, Request for Proposals ("RFPs") and contracting opportunities in the New York State Contract Systems ("NYSCS").
- Develops and provides trainings and technical assistance workshops, education, outreach and resource materials to agencies/authorities, municipalities and businesses in accessing, finding and identifying MWBE contracting opportunities and business strategies.
- Provides support to agencies/authorities to develop new ways to create opportunities for MWBE firms, including attending meetings with agencies/authorities to discuss progress, reporting, and follow-up activities.
- Works with agencies/authorities, MWBEs, and external stakeholders to promote and encourage full engagement in programs authorized under Article 15-A (such as MWBD related procurement practices and reporting protocols), as well as policies and practices relating to new initiatives.

- Creates evaluation metrics, measures effectiveness, and elicits feedback for specific business development programs. Conducts meetings to share these results to help the participating agencies/authorities and/or stakeholders improve on current performance.
- Identifies prime contractors to create pathways for MWBE supply chain distribution networks and identify firms that have success in NYS contracting.
- Provides information needed by other Division units to ensure the participation of eligible firms in MWBE initiatives, including certification, business development, and training.
- Represents Empire State Development on behalf of BDU in participation on panels for various business seminars.
- Statewide travel required.
- Special projects and other relevant tasks 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 (plus \$3,026 location pay)

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 November 4, 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 12207
Fax: (518) 292-5852

E-Mail: DED-HR@esd.ny.gov

New York State is an Equal Opportunity/Affirmative Action employer

10/4/2021

Reference No. 01137

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.