



## Job Opening

**Job Posting:** June 30, 2017

**Application Deadline:** July 30, 2017

**JOB TITLE:** Senior Project Manager (2)

**LOCATION:** NYC & Albany

**DEPARTMENT:** Innovation and Broadband

### **BASIC FUNCTION:**

Lead and support development and administration of projects that advance the New NY Broadband Program's goal of substantially expanding high-speed broadband service in New York State.

### **WORK PERFORMED:**

- Administer and oversee activities related to ESD's New NY Broadband financial incentive programs including, review of applications, management of approval and funding process, compiling and reviewing information, negotiating terms, and preparing board approval documents and contracts.
- Coordinate with internal contacts (Origination, Finance, Design and Construction, Affirmative Action, Legal) in the preparation of board approval, materials, contracts, project status reports, and other documents appropriate for the review/management of projects.
- Communicate with applicants and applicant reps, including telephone, email and paper correspondence.
- Maintain close contact with community stakeholders and local businesses.
- Oversee grant disbursements and monitor grantees' compliance with program requirements.
- Represent ESD at public hearing for project presentation and other functions as necessary
- Monitor Program compliance to ESD guidelines and regulations
- Supervise and manage subordinate staff; distribute and monitor workload
- Oversee Project Tracking System
- Manage Program cash flow and appropriation pipeline
- Develop metrics and monthly reports to monitor Program funding streams and prepare budget requests
- Assume a variety of Department-wide responsibilities as assigned, such as writing briefing memos, preparing complex spreadsheets, reviewing and improving paper and online processes, ensuring compliance with regulatory requirements, and managing data and budget information.

### **EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree in Business, Liberal Arts and Sciences; Master's degree preferred in Business, public administration, liberal arts, social sciences, urban planning, architecture or similar fields.

Relevant experience required: 5+ years' experience in government, public administration or, planning.

Knowledge required: Workings of government, public policy objectives, business planning, public and private financing programs, business law, environmental policy/regulations, design and construction issues, real estate development. Excellent writing and oral communication skills are essential.

**APPROXIMATE HIRING SALARY:** \$80,000

### **INQUIRE**

Leah Schanke, AVP, Human Resources, ESD Corporation

**Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME**

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**