



Job Opening

Job Posting: 9/27/2021

Application Deadline: 14 days or
until position is filled

JOB TITLE: Senior Advisor, Policy and Operations

LOCATION: NYC

DEPT: Policy and Operations

BASIC FUNCTION: Develop and support the implementation of New York State economic development policies. Assist in the coordination and supervision of policy and special project implementation, serving as lead in coordinating interagency special projects as needed.

WORK PERFORMED:

- Policy idea generation: Work with stakeholders across the state and within ESD to generate policy ideas that benefit the NYS economy.
- Policy writing: incorporate feedback from stakeholders to participate in the drafting of policy proposals.
- Legislative analysis: Evaluate the implications of executive, legislative, and stakeholder policy proposals and prepare synthesized briefing documents that address impacts.
- Policy negotiation: Support and engage in negotiations with the legislature to finalize state policy proposals.
- Policy implementation: Draft operational plans, including processes and timelines, to inform the full implementation of agency initiatives. Lead coordination of certain intra-agency implementation plans.
- Policy briefings for ESD Leadership: Prepare summary documents to inform ESD leadership of policy initiatives resulting from legislative negotiations, Federal funding or other sources, and provide informational briefings to and consult with ESD executives and Divisions as needed.
- Interdepartmental and interagency coordination: serve as liaison to other ESD departments and NYS agencies to inform policy proposals and coordinate implementation.
- Represent Empire State Development on interagency boards or taskforces as needed.

EDUCATION & REQUIREMENTS:

Education Level: Bachelor's degree in public administration, public policy, political science or a related field required. Master's degree a plus and can substitute for one year experience.

Experience and Knowledge:

- At least four years of relevant full-time professional experience.
- Knowledge of economic development-related fields such as tax policy, real estate development, economic incentives (loans, grants, tax credits), workforce development, public-private partnerships, research and development, commercialization and/or business marketing.
- Preferred:
 - Familiarity with New York State government policies and programs and/or experience working within State government or the New York State Legislature.

Competencies Required

- **Detail orientation:** Submits and approves error-free, "zero defect" work products, including on short deadlines and in response to time-sensitive requests.
- **Critical thinking:** Skilled at providing insightful critiques of policy proposals, identifying unintended consequences, proposing remedies to potential issues, and assessing the short-term and long-term impacts of policy decisions, from both an internal and external

perspective. Prepares thoughtful and thorough work products that anticipate and address potential questions from management.

- **Communicating:** Delivers action and results-oriented briefings; communicates in language understandable to intelligent non-experts; summarizes key points efficiently and clearly; prepares professionally written, aesthetically appealing materials suitable for executive and public consumption.
- **Collaborating:** Builds supportive, trusting relationships with colleagues internally and externally; cultivates a diverse network of colleagues from which to solicit information, feedback and support.
- **Problem-solving:** Skilled at breaking complex problems into manageable and discrete tasks; willingness to question and revisit the status quo; ability to navigate impediments and competing stakeholder concerns to achieve pragmatic results.

APPROXIMATE HIRING SALARY: \$80,000 - \$85,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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