

**PLEASE POST CONSPICUOUSLY**

February 12, 2008

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Economic Developer**  
**Development & Planning**

The **Department of Development & Planning** has one (1) vacancy for the position of **Economic Developer** at a rate of **\$40,560/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Thursday, February 28, 2008.**

**PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL**  
**THURSDAY, FEBRUARY 28, 2008**

**An Equal Opportunity /Affirmative Action Employer**

## **ECONOMIC DEVELOPER**

**DISTINGUISHING FEATURES OF THE CLASS:** In the Department of Development and Planning, Division of Economic Development, the incumbent is under the general supervision of the Senior Economic Developer. Responsibilities include the implementation of programs designed to attract industries to locate within the city, promotion of the expansion of existing industries, analyzing business plans, providing site location and technical assistance, coordinating delivery of services, assisting in the development and administration of the City's economic development programs, assisting in the management of various development projects, and assisting with management of the Empire Zone program. Responsibilities may include the supervision of personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists small businesses to access financing;
- Develops list of business prospects interested in relocation to Albany using referrals and published sources;
- Coordinates delivery of business services through other City departments;
- Assists in administration of ALDC loan portfolio;
- Assists in preparing federal and state grant applications;
- Formulates and directs studies of long-term demographic, economic, housing, taxes, capital programs, and planning for City facilities;
- Formulates and directs short-term studies of cost-benefit aspects of development proposals both by private firms and City agencies;
- Provides a wide range of development-related technical assistance to firms and the City in areas of demography, economics, marketing data, site location and taxes;
- Manages various department redevelopment projects;
- Performs technical and staff services in the area of economic development;
- Assists with the management of the Empire Zone program;
- Acts as a liaison to small businesses and economic development organizations;
- Performs other related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of economics, development, planning, demography and related fields;
- Working knowledge of the Empire Zone regulations, practices, procedures and other economic development programs;
- Good knowledge of personal computers;
- Ability to organize and carry out research and planning projects;

- Ability to apply statistical and other quantitative techniques to analyze social, economic and other data;
- Ability to communicate effectively with the public and with other governmental personnel on a wide range of technical subjects;
- Ability to prepare State and Federal reports and grant applications;
- Ability to express ideas clearly and concisely;
- Ability to deal effectively with others;
- Strong oral and written communication skills;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Business Administration, Public Administration, Planning or a related area and one (1) year full time paid experience in governmental development or planning; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration, Public Administration, Planning or a related area and three (3) years full time paid experience in governmental development or planning; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A), and (B), above.

**SPECIAL NOTE:** A valid NYS Driver's License if required at the time of appointment and for the duration of employment.

Adopted: CSC 8-29-01  
CSC 1-30-08