



THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

CURRENT VACANCY

POSTING DATES: September 18, 2017

THROUGH: September 29, 2017

JOB TITLE: Senior Economic Development Specialist
SALARY RANGE: \$57,751 to \$76,148/Annually
DEPARTMENT/BUREAU: Neighborhood & Business Development/Business & Housing Development

TYPICAL WORK ACTIVITIES:

Confers with business people and others to identify problems and recommend solutions to the business development needs and analyzes all possible funding;
Confers with business people and others to generate development proposals (both construction and financial);
Acts as liaison between business people/developers and the City and other participating agencies during the program planning and implementation;
Secures technical information and resource materials needed to assist businesses from a variety of public and private agencies and organizations;
Determines which programs are best suited to the project needs and eligibility, based on knowledge of available programs (e.g., SBA, HUD, commercial and bank programs);
Coordinates efforts in developing physical development proposals involving other City departments, including building permits, Certificates of Occupancy, zoning, environmental regulations, street improvements, etc.;
Develops financial packages for businesses and developers;
Offers advice to clients on project feasibility and alternatives;
Analyzes a developer's or company's financial position using the tools of credit analysis to determine project feasibility and the level of public resources required to accomplish the project;
Oversees the management of projects after loan approval including preparation of loan closing documents, disbursement of money and assistance in gaining additional funding as project progresses;
Reviews prepared loan packages and real estate development proposals from businesses in order to make appropriate recommendations;
Prepares contracts and oversees the administration of existing contracts;
Monitors and administers contracts for life of loan or project;
Determines needs for specific technical assistance and recommendations;
Coordinates and develops loan packages for the Department;
Coordinates real estate development for the Department.

MINIMUM QUALIFICATIONS:

- A) Master's degree in Business Administration, Public Administration, Urban Administration, Finance, or Real Estate **AND** two (2) years of full-time professional experience in the planning or implementing of programs or projects in land development, urban development, business development, market research, commercial lending or commercial credit experience;
OR
- B) Bachelor's degree in Business Administration, Public Administration, Urban Administration, Finance, or Real Estate **AND** three (3) years of experience as described in A) above;
OR
- C) Any Master's or Bachelor's degree **AND** four (4) years of experience as described in A) above.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, September 29, 2017. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant

EEO/Americans with Disabilities Act Employer